

ALTA COMMUNITY CENTER RENTAL CONTRACT

1. Rental fee is as follows:
 - a. \$600/day for use of the entire facility
 - b. Any additional days will be ½ price of the event day (\$300), and must be included on the contract.

Rental of the Center entitles renter use for one day only, not beginning before 7:00 A.M. and no later than 2:00 A.M. Any exceptions to the above rental fees must be approved by the Alta City Council.

- c. 4-day special of \$1200. Rent the facility for 3 days in a row, get the 4th day free.

Your reservation will be confirmed upon receipt of the deposit and the signed agreement. A \$100 deposit is due when the reservation contract is signed with the balance due prior to picking up keys to the facility. (The deposit will be put towards the rental fee.) The deposit is refundable if the cancellation is made 60 days before the rental date. A \$600 cleanup/damage deposit must be placed on file at the time of key pick up. This is refundable at the conclusion of the event if there is no damage, excessive mess, or outside alcohol brought into the Alta Community Center.

2. Set up will be the responsibility of the renter. Decorations are NOT to be attached to the structure. Check with the manager for exceptions. If you plan to use confetti on the tables for decorations or if you will have rice or birdseed, please notify the manager prior to the date of your event. These items are very difficult to clean up after, and a cleanup fee will be charged to the renter.
3. **Persons renting the Center will be responsible for missing items and all damages.** Renter is not entitled to access the storage rooms behind the kitchen and bar. The use of the bar will be run by the Community Center bartenders. The bar closes no later than 1:00 A.M. **Nothing is to be removed from the Center. A fee will be charged to renter if things are missing. Check with the manager before using any kind of flame.**
4. **No one may bring alcoholic beverages into the Center. All alcoholic beverages must be purchased at the bar.** State law prohibits selling liquor or beer on credit; therefore all bar bills must be paid the day of the event. When bar tickets are used, they will be issued only to the party who rented the Center. Rental party will pay only for tickets turned in to bartenders. **Wine, Champagne, and other special requests must be purchased through the Center Manager. Anyone caught bringing any alcoholic beverage into the Center will forfeit their deposit. No minor will be served at the bar. I.D.'s are required. Renter will share equally the responsibility for underage drinking. Absolutely no unauthorized persons are allowed behind the bar at any time.** Keg beer is available for \$250/keg and needs to be preordered. All preordered kegs must be paid in full. No refunds will be given on untapped kegs. Boxed wine is available for \$50/box and needs to be preordered. All preordered wine must be paid in full. No refunds will be given on an unopened boxed wine.
5. **The Alta Community Center is a smoke free facility. No smoking allowed inside the Center.** No minors will be allowed to consume alcohol or smoke on the premises.
6. The City of Alta reserves the right to allow Law Enforcement to do security checks at any event.
7. These policies and procedures are effective immediately and can only be changed by a majority vote of the Alta City Council.

RESPONSIBILITIES OF RENTERS OF THE ALTA COMMUNITY CENTER

*****No drinking is allowed outside. If large groups of people or kids are seen outside, or garbage is found outside, you will forfeit your deposit.*****

1. Put kitchen items away at the end of the night (coffee servers, glasses, salt and pepper shakers, etc.)
2. Empty and clean coffee pot.
3. Please empty the refrigerator at the end of the evening.
4. Furnish your own rags, towels, and detergent.
5. Take all garbage out of the trash barrels and dispose of it in the dumpsters outside.
 - a. New bags should be located in a drawer in the kitchen.
6. Put tables and chairs back where they were. If you get extra tables and chairs from the storage room and don't put them back at the end of the event, you will forfeit your deposit.
7. Please **DON'T** mop the floors. We will do that.
8. If you use the stage, put it away when your event is over. If you do not put the stage away, you will forfeit your deposit.
9. Take everything you want with you at the end of the evening. The cleaning staff will probably be coming in to clean after the building closes.
10. It is your responsibility to return the key back to Alta City Hall, within 48 hours of the conclusion of your event.
11. Do not pound nails, tacks, or any other item into the walls or woodwork. A damage fee will be assessed if you do.
12. NO glue to be used in building. A fee of \$50/spot will be assessed.
13. The Community Center is a smoke free facility. Smoking is allowed outside. If anyone in your group damages the floor, you will be assessed a fee of \$20 per burn hole.
14. Gum on the floor will result in a \$10/occurrence fee.

ALTA COMMUNITY CENTER RENTAL AGREEMENT
(THIS PAGE TO BE RETURNED TO THE CITY OF ALTA, ALONG WITH \$100 DEPOSIT)

Date of event: ___/___/___ Date of entire rental: ___/___/___ - ___/___/___

Type of event: _____ (i.e. wedding, fundraiser, quinceanera, anniversary)

Will you need a bartender? YES or NO (circle one)

Name of renter: _____

Address: _____

Email: _____

Contact #: 1. () ___ - ___ (circle one: cell / home / work)

2. () ___ - ___ (circle one: cell / home / work)

Are you decorating the ceiling? _____ If so, by whom? _____

I have read the Alta Community Center Rental Contract and understand the responsibilities listed in renting the Alta Community Center. I understand that my rental date is not secured until the Alta Community Center Manager has verified that my event date is available, and has received my \$100 deposit.

Renter signature: _____ Date: ___/___/___

Thank you for using the Alta Community Center!!

The City of Alta
223 Main St., Alta, IA. 51002
(712) 200-2105 (City Clerk)

How many people are you expecting?

What time do you want the bar open?
_____ pm

FOR CITY USE ONLY:

DATE REQUESTED: ___/___/___ DATE APPROVED: YES OR NO

DATE DEPOSIT (\$100) WAS PAID: ___/___/___ CHECK # _____ OR CASH

DATE SECURITY DEPOSIT (\$600) WAS PAID: ___/___/___ CHECK # _____ OR CASH

DATE RENTAL (\$) WAS PAID: ___/___/___ CHECK # _____ OR CASH

BAR REQUESTS: _____

DATE BAR REQUESTS (\$) WERE PAID: ___/___/___ CHECK # _____ OR CASH

AMOUNT OF SECURITY DEPOSIT REFUND GIVEN: \$ _____ DATE MAILED: _____