

Name on Rent Check _____ Check # _____ Amount \$ _____

Name on Deposit Check _____ Check # _____ Amount \$ _____
(Please make checks payable to Cass County Ag & Ed Assn.) Date Deposit Returned _____

CASS COUNTY AGRICULTURAL & EDUCATION ASSOCIATION

Rental Contract for the Cass County Community Center

805 West 10th Street, Atlantic IA 50022

Reservation Phone 712-243-1132 and Fax 712-243-1133

(Revised 5/11/16 - Effective immediately)

Type of Event _____ Date to be rented _____

Name of responsible party renting the building _____

Address _____ City _____ Zip _____

Telephone Numbers _____ Time to open Building _____

Time to close Building _____

Marquee (weather permitting) Y or N _____ Number of People Attending Event _____

Marquee to read as follows: _____

BOTH RENT AND DEPOSIT MUST BE PAID AT TIME OF RESERVATION

Deposit check will be held for damages, and returned once building has passed inspection and all charges are paid in full.

ÿ Whole Building \$500.00, (\$750 for Saturday) (deposit \$200) \$ _____

7700 square ft. ~ seats approximately 544 theatre style

ÿ Large Room - Iowa \$250.00 (deposit \$100) \$ _____

3350 square ft. ~ seats approximately 208 theatre style

ÿ Medium Room - Cass \$150.00 (deposit \$75) \$ _____

2350 square ft. ~ seats approximately 144 theatre style

ÿ Small Room - Atlantic \$100.00 (deposit \$50) \$ _____

2000 square ft. ~ seats approximately 120 theatre style

ÿ Kitchen \$25.00 (no deposit required) \$ _____

Please refer to attached Kitchen Regulations

Please submit **TWO separate checks for rental fee and deposit**

Total Rental \$ _____

Total Deposit \$ _____

BAR - YES** NO

At least 2 weeks or more before your event, you are responsible for contacting: **Coleen Babe, 712-249-8464 (Please Note- there is a \$250 Minimum Purchase required to have the bar open for your event)

Building Rental Reminders (see pages 3 & 4 for full rules and regulations)

- Ø No decorations may be affixed to the walls or ceiling, and balloons must be anchored
- Ø No alcohol may be brought into the building (violation will result in forfeiture of deposit)
- Ø No outside beverages that are sold by the bar may be brought in when the bar is open
- Ø Only dripless candles may be used
- Ø NO smoking in the building- please use designated ash trays outdoors to keep our grounds clean!
- Ø No tables or chairs may be removed from the building
- Ø Building Personnel will control temperature settings and dividing walls
- Ø Clean-up must be completed immediately after use, and inspected before deposit check will be returned.

(Wipe Tables, Stack Chairs in groups of 10 & Take out Garbage)

Dave Freund at **712-254-3737** will unlock and lock the building at time specified above. Any variation from the above stated time must be reported to Dave, at least one hour prior to the change. If not notified differently, he will open and close at the time specified above. **A \$15 per hour or portion of an hour charge** will be assessed if opening and closing time is violated or more than one opening and closing time is needed. **In NO event shall the building be left unattended.**

The Cass County Agricultural Education Association is not responsible for lost, damaged or stolen personal property while same is located on the grounds. Nor shall the Association be held responsible for any personal injury caused by equipment or property belonging to the renter. Any damage to the facility (including tables, and chairs or excessive clean-up) shall be billed to the renter at actual cost, plus 10%. We reserve the right to refuse service to anyone.

I have fully read, and understand the terms of this contract, and agree to abide by the terms stated above.

Signature of Renter _____ **Date** _____
Please make checks payable to: Cass County Agricultural & Education Association

SET-UP & CLEAN-UP (if not checked, you will be responsible for set-up & clean-up)
Set-up and clean-up service is available at the rate of \$15 per hour with a minimum charge of \$15. Invoice will be sent upon completion of clean-up.

- ÿ Yes, I will be purchasing the SET-UP service
 - ÿ Yes, I will be purchasing the CLEAN-UP service

 - ÿ No, I will not be purchasing the SET-UP service
 - ÿ No, I will not be purchasing the CLEAN-UP service*
- *Please see information at right**

Renters are required to remove all garbage, wipe tables, and stack chairs in stacks of **10**. Because of possible damage to furnishings, **building staff** will store tables and chairs and vacuum at no charge.

ITEMS AVAILABLE AT NO EXTRA CHARGE: (Please Check Items Needed)

- ÿ Sound System – Lapel and Handheld Microphones
- ÿ 500 Padded Chairs (specify # needed) _____
- ÿ 39 – 5 ft. Round Tables (specify #) _____
- ÿ 49 – 8 ft. Banquet Tables (specify #) _____
- ÿ Portable Stage with steps (4x8 sections)
- ÿ Podium (2 available)
- ÿ Projector Screen –screen only (3)

**** Dishes are available for rent at \$.25 / place setting. If you are interested in renting our dishes, someone will need to show you how to run the dishwasher.**

We plan to rent dishes - YES NO (Please see kitchen regulations for list of items available)

~ ~ ~ Please attach a separate sheet for any specific set up directions ~ ~ ~

The Cass County Community Center strives to provide a clean and comfortable meeting environment. However, it is not always possible to maintain a room temperature that is comfortable for everyone. Please dress appropriately and be prepared to adapt to a room temperature that may be too cold or too warm for some individual's personal comfort. Thank you!

On the day of your event please use 712-243-3796 as a contact number. It rings directly to the lobby and bar area for your convenience. In case of an emergency at your event, please call Dave at 712-254-3737

CASS COUNTY COMMUNITY CENTER RULES AND REGULATIONS

(Please keep for your reference)

Rent and damage deposit must be paid at time of reservation. Reservations will be made on a first come first serve basis. If an individual or organization requests a rental date and no monies and contract have been received, no reservation will be made and the date will remain open for other renters. Renters will NOT be allowed to sub-lease the building.

The building will only be rented for the day of your event. If you would like to set-up, decorate, etc. the day before your event, a fee of half the regular rental fee must be paid in advance (\$250 for whole building, regardless of day). **NO EXCEPTIONS!**

Cancellations for Friday and Saturday events that are cancelled at least 6 months in advance will receive 50% of the rental fee back. Cancellations for Friday and Saturday events that are cancelled less than 6 months in advance will not receive a refund. Cancellations for events held Sunday through Thursday that are cancelled at least 30 days in advance, will receive a full refund. No refunds for cancellations with less than 30 days notice. Damage deposit will be returned after a thorough inspection has been done by building staff following your event.

If more than one break-out room is rented on the same day by different parties, then the restrooms and parking lot will be shared. The kitchen will be rented on a first come first serve basis.

Individuals or organizations will **not** receive a key to the building. The building staff will open and lock the doors at a time specified by the renter. Any variation from the specified time must be reported to the building staff at least one hour prior to the change. A \$15 per hour charge will be assessed if opening and closing times are violated or if more than one opening and closing time is needed. In NO event shall the building be left unattended!

Alcohol may **not** be brought into the building. Any violation of this rule will result in forfeiture of damage deposit.

No outside beverages that are sold by the bar may be brought in when the bar is open.

Decorations may **not** be affixed to the walls, ceilings or woodwork. All balloons must be anchored. Only dripless candles are allowed. Tables or chairs may **not** be removed from the building. Building staff will control temperature and dividing walls.

In renting the Cass County Community Center to you, the Cass County Agricultural & Educational Association (CCA EA) has the right to control the management of it and the right to enforce all necessary and proper rules for its management and operation. The CCA EA and building staff may enter the premises, at any time and on any occasion.

Smoking will **not** be permitted within the Community Center. Smoking is permitted in areas designated by the CCA EA only. You, as the renter, do not have the authority to change the designated smoking areas.

The Cass County Community Center, CCA EA or building staff will not be responsible for lost, stolen or damaged personal property. Nor shall the association be held responsible for any personal injury caused by equipment or property belonging to the renter.

The Cass County Agricultural & Educational Association reserves the right to refuse service to anyone.

Cass County Community Center Kitchen Regulations

Available Items (All items available for use free of charge except table settings)

- Ø Approximately 480 table settings (**\$0.25 charge per place setting**)
 - 10" dinner plates (white)
 - 7" salad plates (white)
 - Cups & saucers (white)
 - 10 oz water glasses (clear glass)
 - Knives, forks, teaspoons
- Ø Commercial dishwasher
- Ø 2 – 30" stoves/ovens
- Ø Commercial convection oven
- Ø Microwave
- Ø 2 commercial refrigerators
- Ø Small chest freezer
- Ø 3 electric roasters
- Ø 2 – 100 cup coffee pots
- Ø 2 – 36 cup coffee pots
- Ø 7 dish tubs
- Ø Salt & pepper shakers
- Ø Thermos coffee servers
- Ø Water pitchers

Not Available – please plan to bring these items if they will be needed

- Ø Linens – dishtowels, dish cloths, hot pads, tablecloths, etc.
- Ø Cooking/serving utensils
- Ø Pots & pans
- Ø Ice
- Ø Cleaning supplies- wash rags, dish soap, etc.

Kitchen Rental/Caterer Requirements

Wash and replace dishes, glasses, and silver in storage (please pre-soak silverware to ensure it gets clean)

Dispose of garbage in dumpster

Grease must be in container before placing in dumpster. Grease dumped into any drain will cause forfeiture of deposit.

Kitchen must be left clean and in same condition it was found - INCLUDING stoves, appliances, sinks.

IF CATERER/RENTER DOES NOT DO DISHES, PAPER OR PLASTIC MUST BE USED INCLUDING PLASTIC SILVERWARE. (Reason: Silverware gets tossed out with disposable plates.)