



853 Main Street
Arlington, Iowa 50606
563-633-5140

Event Rental Agreement

RENTER INFORMATION:

Name: _____

Company or Organization: _____

Address: _____

City/State/Zip: _____

Phone #: _____ Cell #: _____

Email: _____

EVENT INFORMATION:

Event Date: _____ Event Hours: _____

Type of Event: _____

Space Needing to Rent: Whole Center Meeting Room Meeting Room with Kitchen

Estimated number of Guests: _____

Whole Center Rental (Cleaning Included)

\$475 Center-Entire Day \$200 Security/Damage Deposit

\$250 Center Half Day (6 hours or fewer, this includes setup & cleanup)

Small Meeting Room (Cleaning Included)

\$100 for Room

\$50 Kitchen

\$10 per Hour for Gym access # _____ Hours

Bartenders – 4 P.M. to Midnight

\$100 a night per bartender Expected number of bartenders _____

Rules and Regulations

In order to reserve the Arlington Community Event Center for a certain date and time, the full rental price for that period must be paid in advance. Rental fee is applied to the day and area in which you are reserving. The facility is not considered reserved without payment and signed Rental Agreement. This may result in the facility being rented to other parties.

Cancellation of the reservation may be made with a full refund if cancelled with at least six months written notice.

Alcohol Restrictions: All charges incurred in relation to bar sales will be the responsibility of the group or individual hosting the event. We will require at least 2 bartenders during the event. The need for additional bartenders will be determined by the Arlington Community Event Center before the event. No other alcohol or consumption of alcohol is allowed in the Arlington Community Event Center or on the grounds other than set forth by the Arlington City Liquor License. The Arlington Community Event Center reserves the right to refuse service to any minor, or person who cannot provide proof of age or is intoxicated, per Iowa State Law. The Arlington Community Event Center, at its own discretion, may discontinue beverage service if Iowa laws are not obeyed. The host is responsible in helping to control underage drinking. Bar prices and bar fees are subject to change and are not guaranteed due to the price fluctuations.

Time frame: All events are scheduled to end no later than midnight. All clean up must be completed and guests must be out of the building by 12 a.m.

Security/Damage Deposit: The \$200 deposit will be made at the time the keys are picked up for the event. The deposit will be refunded after inspection of the property is done and the check will be mailed back. If there are any issues, we will call and let you know.

The Arlington Community Event Center is not responsible for any accidents or injuries occurring at or on the event center's grounds. The Event Center is not responsible for lost items. The Arlington Community Event Center is a smoke-free facility. Smoking is prohibited inside the center. Smoking is only allowed outside in specified smoking areas and cigarettes must be disposed of in specified receptacles.

Decoration Restrictions: **NO burning candles** are allowed within center. In the event that damage is caused, repairs will be charged to the renter.

Occupancy Limits: The Arlington Community Event Center can accommodate 390 guests.

The undersigned acknowledges, accepts and agrees to comply with this contract and all stipulations. The Arlington Community Event Center rates are guaranteed with the signed contract and deposit.

Deposit: \$200.00 (For Whole Center) Check # _____ Cash: \$ _____

Payment made by: Check \$ _____ Check# _____ Cash: \$ _____

Signature of Renter: _____ **Date:** _____

Printed Name: _____

Please mail agreement to: 853 Main Street, Arlington, IA 50606

Your Copy to Keep



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