

PRAIRIE CREEK PAVILION RENTAL CONTRACT

Pavilion @ Prairie Creek Recreation Area, 1215 East Summit Street Maquoketa, IA 52060
Jackson County Conservation Office @ 18670 63rd Street Maquoketa, IA 52060 * (563) 652-3783

DATE OF EVENT: _____ START TIME: _____ END TIME: _____

Note: All set up and clean up time must be included in hours of reservation.

Event: _____ Number of People: _____

Name _____ Date _____

Address _____

Primary Phone _____ Secondary Phone _____

Organization/Event _____

Please make out two (2) checks:

Rental fee \$100 _____

Deposit fee \$100 _____

Make checks payable to: Jackson County Conservation

There is a \$30 charge for checks returned for insufficient funds

By renting this shelter, the user agrees to the following:

1. To confirm a reservation, payment and damage deposit fees must be received within 7 days of making the reservation.
2. Cancellations made more than 14 days in advance will result in a full refund of the rental fee and deposit. For cancellations made 14 days or less, the rental fee will not be refunded; the deposit will be returned.
3. Obey the rules and regulations of Prairie Creek Recreation Area/Jackson County Conservation.
4. Failure to clean up the facility or failure to comply with any posted park rule will also result in a forfeiture of all or part of the deposit.
5. Understand that damage to the property will be deducted from the user's damage deposit. *If the damage exceeds \$100 the user will be held responsible for the full payment.*
6. To arrive and leave within the stated times. All persons shall vacate the park by 10:30 pm and arrive no earlier than 6:00 am. Please adhere to your scheduled start and end times.
7. Beer and wine is allowed. Hard liquor is NOT allowed. Keg beer is allowed ONLY by a special use permit. Special use permits must be submitted one month in advance; additional deposit may be required.
8. DJ's and live bands are allowed ONLY by a special use permit. Special use permits must be submitted one month in advance.
9. All vehicles are restricted to the parking lot areas and roadways (parking on roadway shoulder is allowed). No vehicles are permitted on the grass for any reason.
10. NO staples, nails, tacks, glue or other fasteners may be used on the Pavilion. Only painters tape is allowed for attaching decorations or table covers.
11. Clean up ALL debris, litter, liquid spills, decorations and signs from the building and surrounding area. No confetti allowed. Dispose of balloons properly. Any litter, balloon pieces, or other debris found inside or outside the building will forfeit your deposit. Balloons and litter are harmful for wildlife.
12. Place garbage in trash receptacle provided. The park has a "carry in, carry out" policy. However, with a reservation, a trash receptacle will be provided. The user must remove any garbage in excess of the capacity of the provided receptacle.
13. Return picnic tables to their original location.

Signature of Renter _____ Date _____

OFFICE USE Staff Initial _____ Date _____ Rental Fee _____ Check # _____ Deposit _____ Check # _____
