



Hancock County Conservation Board

545 State Street
Garner, Iowa 50438

Conservation Office: (641)-923-2720

Crystal Lake Park Office: (641)-565-3560

Email: hccb@hancockcountya.org

Shelter House Reservation Agreement

This is a shelter reservation permit and it is valid only after the reservation agreement has been signed, at least four days prior to the activity, payment of the required fee has been made, and this form has been approved by the Director or his authorized representative. Once your shelter reservation has been paid for, the rental fee will **not** be refunded for any reason. *Weddings and groups with over 100 people in attendance must complete special events permit for shelter reservation/ use.*

CAUTION: Groups with special needs or requirements for services that we do not ordinarily provide should inform the conservation department office at the time of this application.

Date(s) of Reservation: _____ Reservation Charge: \$35/day .

Shelter Reserved: Crystal Lake Park _____ Eldred Sherwood Park _____
Concord Park _____ Eagle Lake State Park _____

Function: Reunion / Birthday / Anniversary / Business / School / Church / Scouts / Other: _____

Organization (if applicable): _____ Estimated number in party: _____

Responsible Person: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

- I do do not intend to offer beer or alcohol as a refreshment during the time of rental. (Beer/alcohol must not exceed 5% by volume/weight (10 proof).
- I agree to leave the shelter in the same condition as found.
- I agree to remove all decorations and decoration fasteners (i.e. staples, nails, tape, rope, etc.) from the shelter area.
- I agree to clean up what debris and litter may be deposited in and around the shelter during my stay.
- I agree to be responsible for any damages done to property within the park by myself or my guests.
- I agree to ensure compliance with Section 123.47 of the Iowa Code (1979) respecting the possession of beer by minors.
- I agree to abide by all rules and regulations under the Hancock County Conservation Board area and all laws by the State of Iowa.
- I agree to keep all vehicles in the designated parking areas at all times.
- Hancock County Parks close at 11:00 pm. All visitors must be out of the park by 11:00 pm.
- I understand my rental fee will be forfeited if I cancel my reservation for any reason.
- I agree that failure to follow County Park and State laws may result in future loss of shelter reservation privileges.
- **I agree that I have read and understand and agree to the conditions of this agreement.**

Responsible Person: _____ / _____
Print Full Name Signature

**** Please make checks payable to Hancock County Conservation Board or HCCB. Your reservation is not complete until this agreement and payment is received by HCCB Office before the requested date.****

OFFICE USE ONLY:

Rental Date(s) _____ Fee \$ _____ Date fees received _____ Cash _____ Check# _____
Damage? Y N Excessive garbage left behind: Y N Excessive clean up required? Y N