



## Rates

Community Hall: \$150/day

Must be at least 18 yrs. old to rent a facility or 21 years old if alcohol is present.

## Hours

Facilities are available during normal business hours—from opening of camp store to park closing (generally 8:00 am-10 pm). All visitors and guests must leave the park by 10 pm.

This Rental Agreement – made and entered into as of the date last set forth below, by and between The Clinton County Conservation Board (CCCB) and \_\_\_\_\_(renter(s)).

Whereas, renter desires to rent the facility from the CCCB on the terms and conditions set forth herein and the CCCB is willing to rent the facilities on such terms and conditions.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as set forth below.

Facilities: Event: \_\_\_\_\_

CCCB shall make the designated facility available for purposes of an event.

1. Upon execution of the Agreement and payment of the required deposit, the community hall shall be reserved for Renter on the Date of \_\_\_\_\_ Time: \_\_\_\_\_ at a Rate of: \_\_\_\_\_.
2. Cancellations – Should you choose to cancel your event, the rental fee is non-refundable, however, you may transfer to an alternate date if desired. **Cancellations or change of date must be done in person in writing.**

## Rules

1. Use of Property – Rental of the site includes the use of the community hall, kitchenette, restrooms, and the outside porch area. *No events may take place or are allowed to be set up on the lawn area.*
2. Use of the property is available from 8:00 am to 10:00 pm.
3. Open Flame – No cooking is allowed on the deck area.
4. All Catering companies must be self-contained with hot boxes or have the ability to prepare and cook meals within self-contained kitchen/trailers. Please per-approve all caterers.

5. Kitchen trailers/vendors are allowed to park in the designated parking lot only.
6. All catering companies are allowed for the event only. They are not allowed to sell/serve anyone not directly attending the event (i.e. other park visitors, campers).
7. The use of propane heaters inside the building or outside on the deck is prohibited.
8. Parking – Parking is limited to the Nature Center parking lot only. Parking is not allowed in campsites, trails, or on the roadways.
9. Smoking – Smoking is prohibited inside the building, on the deck areas, and any covered area.
10. Pets – No pets of any kind are allowed inside the Nature Center with the exception of service dogs. Staff must be notified of service dogs.
11. Deliveries and Pickup – All rental items and vendor equipment must be removed at the end of the event. We will not store items before or after your event.
12. Noise Level – Amplified music must be maintained at a reasonable volume and is only allowed inside the building. CCCB staff is authorized to lower sound provided by Band or DJ if deemed too loud.
13. Alcohol Consumption
  - a. Legal drinking age in the state of Iowa is 21 years old.
  - b. Vendor's staff may not consume alcoholic beverages while on the property during an event.
14. Cleaning Procedures – Cleaning up after each event is critical to protecting CCCB property.
  - a. Vendors/Renters may use sinks to dispose of water-based organic liquids and food juices only (no oils). There are no garbage disposals.
  - b. All garbage must be placed in designated dumpsters by renters.
  - c. Renters are required to wipe down /vacuum up all areas (including tables.) A cleaning checklist must be signed at time of reservation.
15. Decorations – All decorations must be approved by the CCCB staff.
  - a. No tape, nails or staples can be used on building surfaces. Wire, Floral wire, non-stick tape are allowed. Hanging from cup hooks is mandatory.
  - b. Candles may only be used cautiously. If using candles, drip less candles are mandatory, must be stationary and enclosed in non-flammable containers. Battery operated tea lights are recommended.
  - b. No rice, confetti, birdseed, potpourri, glitter or any substance of that nature. Rose or other flower petals may only be used for decorating purposes on tables only and must be cleaned up entirely at the end of the event.
16. It is understood and agreed that should your group fail to adhere to all rules, policies and conform to the proper use of the building, the CCCB may, at its discretion, terminate this agreement and require the renting parties to vacate the building (during the event if necessary), forfeiting any and all fees and monies.
17. CCCB is not held liable for events not being held due to uncontrollable circumstances or acts of God. CCCB is bound by the policies and rules and maybe subject to change at any time.

I/We have read and understood this agreement and the policies it contains. I understand that if I/We or any of the guests or vendors at the event does not comply with this agreement or the policies the event may be immediately terminated by CCCB, in its sole discretion, and/or all deposits made retained by CCCB. I understand and agree that, in addition, I/we will be responsible and liable to CCCB for any costs exceeding the amount of the retained deposit. The CCCB may take any legal action necessary to recover additional damages.

\_\_\_\_\_  
Signature Phone # Date

\_\_\_\_\_  
Address CCCB Staff

### **Cleaning Checklist**

**You are required to clean the facility to the condition that it was received in. Have your facility clean and vacated prior to checkout inspection by CCCB staff.**

- \*All counters and cabinets wiped clean**
- \*Kitchen floors swept (broom provided)**
- \*Table/ Chairs wiped clean (must bring own rags)**
- \*Tables/Chairs put neatly away in storage room (on provided carts)**
- \*Floors vacuumed (vacuum provided)**
- \*Refrigerator empty and wiped out**
- \*All trash cans emptied and trash put in dumpster outside**

**Renters Initials:\_\_\_\_\_ Date:\_\_\_\_\_**