

RENTAL CONTRACT



DURANT COMMUNITY CENTER
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RENTAL CONTRACT & RENTAL RULES:

1. Deposit & Payment Schedule, Damages

- A \$400.00 damage deposit is required to reserve:
- The Entire building, or
- Any rental the Bar is open
- The deposit is in addition to the rental fee.
- The deposit will be refunded within 30 days after the event, pending council approval and no damages.
- Rental fees must be paid in full 60 days prior to the event or rental fees may be paid at the time the reservation is made
- For partial building rentals with no bar, rent is due at the time of reservation.
- If you are a local non-profit organization, ask about the non-profit contract.
- If damages occur at the event, the renter will lose their full deposit and be responsible for any damages up and beyond the deposit amount

2. Venue Rental Pricing

Full Building (All Day 8am-Midnight)

- \$850
- Includes kitchen, bar, and the night before for decorating (no additional fee; 4hrs usually from 4-8pm)

Half Building (East or West Side- up to 5 hours)

- Base rental: \$200
- Add Kitchen: +\$100
- ½ of East Side \$100
- ½ of East Side with Kitchen \$200

Ballroom (Up to 5 hours)

- Base rental: \$375
- Add kitchen +\$100

3. Add-On Option

- Extra hour(s) \$25 an hour

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- Night Before \$100 (4 hours, typically from 4-8pm)

4. Fee & Final Payments

- All fees other than rent are due 30 days before the event.
- **Fees may include:**
- Bar services (keg beer, wine, etc.)
- Table covers
- Pop

5. Bar pricing & Payments

- All kegs and wine ordered are considered tapped once opened.
- No refunds or alcohol may not be removed from the premises.
- Keg limit: 2 kegs
- Kegs: \$300 each
- Plastic table covers: \$2.00 per table
- When a cash bar is open, all beverages must be paid at the time of purchase.

6. Accepted Payments

- Cash, Check, or credit card for rental fees. Bar: Only accept cash or credit/debit cards, no checks.
- Payments may be made at the Durant Community Center, City Hall, or Online
- Checks should be made payable to: City of Durant
- Returned checks will be charged a \$35.00 NSF fee

7. Rental Hours & Setup

- Whole Building Rentals:
- Hours: 8am-Midnight
- Includes all deliveries and setup
- Please ensure florists, caterers, decorators, and DJ's schedule deliveries within this time frame
- Partial Building rentals:
- Include 5 total hours for setup, event, and teardown/cleanup
- Additional time is \$25 per hour

8. Event End & Cleanup

- All Events must end at Midnight
- The building must be fully evacuated by 1230 AM
- Renters should plan enough time for proper cleanup

9. Cleanup Expectations

- Remove all personal items
- Tables wiped clean
- Any big items picked up off the floors
- Trash dumped in the outside dumpster

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- Chairs stacked on tables
- Kitchen (if used) cleaned and returned to original condition
- Report spills to staff immediately

10. Cancellations

- 30+ days before the event: Deposit and fees refunded
- Within 30 days of event: Deposit is forfeited
- Prepaid bar fees will be refunded

11. Event Packages- Wedding/ Quinceanera

- \$1300 without Bar includes Friday 8am-8pm & Saturday 8am-Midnight
- \$1600 with Bar, 2 Bartenders, unlimited pop & Friday 8am-8pm & Saturday 8am-Midnight

Birthday Parties-

- East Side with Kitchen for 6 hours \$300
- Ballroom \$375 6 hours
- Ballroom with Kitchen for 6 hours \$475
- East or West Side for 6 hours \$200

12. Facility Rules-Alcohol Policy

- The Durant Community Center holds an Iowa Liquor License under the City of Durant
- All alcohol must be purchased through the Durant Community Center
- Outside alcohol is strictly prohibited
- Alcohol may not be taken outside the building
- Bringing in outside alcohol will result in forfeiture of the \$400 deposit

13. Alcohol Service Rules

- Valid photo ID required for all alcohol consumers
- Legal drinking age in Iowa is 21
- **Bartenders may:**
- Request ID at any time
- Refuse service at their discretion
- Close the bar due to disruptive behavior
- Please remind guests to drink responsibly

14. Facility Rules & Policies

A. Security

The Durant Community Center does not provide event security. Management may contact local law enforcement at any time if: There is a disruption, or Someone is publicly intoxicated. Officers from the City of Durant Police Department may make random walk-throughs during events.

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B. Kitchen Use & Cleaning

- **Staff will handle:**
- Building setup
- Floor and Restroom cleaning
- **Renters or caterers must:**
- The renter is responsible for leaving the kitchen clean
- Wash and put away all kitchen equipment used
- Dispose of trash in the outside dumpster

C. Prohibited Items & Decorations

For the safety of the facility, the following are NOT allowed:

- Smoking of any kind
- Fog machines or smoke machines
- Flames or Candles (caterers flames for food service is allowed)
- Glitter, confetti, or colored powder
- Helium or Mylar balloons
- Hay, straw, bubble machines, and piñatas
- Anything taped, stapled, pinned, or affixed to:
- Walls
- Ceilings
- Stage

D. Emergency Use of Facility

The Durant Community Center serves as an emergency shelter. If Cedar County Emergency Management declares a disaster and the building is needed: The City Council may cancel scheduled events. Every effort will be made to relocate events if possible. All deposits and fees paid will be refunded if this occurs.

E. Gambling License

- The City of Durant does not provide gambling licenses.
- **Any group holding:**
- Raffles, or Games of chance must obtain their own gambling license.
- A copy of the license must be provided to the City of Durant 30 days before the event.
- No alcohol may be opened during a raffles event.
- Gambling licenses can be requested through the Iowa Department of Inspections and Appeals.

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Agreement & Signature

By signing this contract, the renter confirms they have read, understand, and agree to all terms and conditions set by:

- The City of Durant, and
- The Durant Community Center

This is a contract between the Durant Community Center, City of Durant, and _____ for a/an _____ to

be held on _____, 20__ from ___ a.m. /p.m. to _____.

The following areas shall be rented: _____ Entire Facility _____ Ballroom only _____ East Room _____ West Room _____ Kitchen YES NO (circle)

Bar open? YES NO (circle) _____ Bar fee applies \$75.00 for 100 people

or less) _____ Events estimating 101 people or more minimum two bartenders \$150

Seating capacity is 300. How many people are expected? _____

Do you want tables covered- white plastic? \$2.00 each x _____ = _____

Do you wish to purchase Keg Beer, if so, how many (limit 2) \$300.00 each _____ Total Cost: _____ due 30 days prior to event.

Do wish to purchase unlimited pop at \$150.00 YES ___ NO ___ Cost _____ Due 30days prior to event

Total Costs plus damage deposit \$ _____

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We'd love to share some photos/videos from your visit on our social media! We use Facebook, Instagram, and our city site to highlight what we offer. If this is okay circle YES if not, we understand and please circle NO

To make an online payment follow these steps:

- Go to the City of Durant Iowa homepage, cityofdurantiowa.com
- Click on Online Payment at the top of the page with the credit card icon
- It will reroute you to Payport
- From here go to the Transaction Box and click on it and scroll until you see Rent-Comm Center
- Enter your amount of payment under Unit Price
- Click Next
- Enter your personal information and Submit Payment

I understand that by signing this contract I am entering into a contractual agreement between myself and the City of Durant and Durant Community Center management. I understand that I will be held personally responsible for all damage done to the facility inside and/or outside. I agree to pay for any and all damages that may occur, I have read this contract, and I understand all fees, due dates, and rules.

Name of renter (please print) Telephone number(s): _____

Address _____
Full Street & mailing address (please print)

Signature of renter Date _____

Signature of Management Date _____

