



1900 N.W. 114th St., Clive, IA 50325
 Phone: (515) 223-5246 ♦ Fax: (515) 457-3092
 Email: parksandrec@cityofclive.com
 Non-emergency number during rental:
 (515) 204-3716

Today's date: _____

SPECIAL EVENTS BUILDING AT THE CLIVE AQUATIC CENTER 1801 N.W. 114th Street

Time	Cost	Deposit (Check only)
<input type="checkbox"/> 10:00 a.m. – 4:00 p.m. <u>OR</u> <input type="checkbox"/> 5:00 – 11:00 p.m.	\$270	\$300
<input type="checkbox"/> 10:00 a.m. – 11:00 p.m.	\$540	\$400
<input type="checkbox"/> Additional hour (must be approved by staff)	\$45 per hour	N/A

Renter Information

Date of room use: _____ Start time: _____ End time: _____

Name: _____

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

E-mail: _____ Phone #: _____

Name of group/event: _____ Number of people expected: _____

Reservation Questions

Will alcohol be served? YES / NO (Single-serve beverages only. No kegs or hard liquor.)

Will alcohol be sold? YES / NO (If yes, a liquor license/beer permit application will be required.)

Will you use amplified sound? YES / NO (If yes, a noise permit is required.)

Will you post temporary signage? YES / NO (If yes, sign must be no larger than 3 x 2' and not affixed to shelter.)

Will you use tent(s)? YES / NO (If yes, what are the dimensions? _____)

Will you use inflatable ride or device(s)? YES / NO (If yes, what are the dimensions? _____)

Call (515) 223-5246 or visit www.cityofclive.com to obtain any permit applications.

Rental Policies

Payment Policy: Exact cash, check or credit card may be accepted for the fee payment. A separate check is required for the deposit. Checks are to be made payable to City of Clive. Reservation is confirmed when completed form, payment and deposit are received. The reservation fee is kept and all or part of the deposit will be returned to the responsible party at the discretion of the City depending on following policies and the condition of the rental facilities and surrounding area when vacated. The undersigned will be held responsible for the damage caused to any facilities and will be charged at the rate of 1.5 times the employee's hourly rate for time required to repair, clean up, etc. Minimum charge of \$50 per hour.

Reservation Change/Cancellation Policy: Reservations are accepted no sooner than the first business day of the month, 4 months in advance (including month of desired reservation) and no later than 5 business days prior to the rental. Any date or time changes to the reservation by the renter must be made a minimum of 11 business days in advance of the date of the reservation and will carry a fee of \$5. If the reservation is cancelled 11 business days or more in advance of the rental, a refund minus \$50 will be issued. If the cancellation is made within 10 business days of the rental, no refund will be issued to the renter. Deposit checks of cancelled reservations will be returned or shredded per renter request.

Noise Policy: Amplified sound and/or loud music without a noise permit will not be allowed. Complaints of unauthorized amplified sound or loud music will result in the renter's immediate removal from the facility. A refund will not be issued.

Rental Time: Renter may only occupy the building during the hours stated on the contract. The renter is responsible for set-up/tear down and cleaning of the facility. All clean-up must be completed by the ending time on the contact. If additional time is needed, it must be arranged and approved by Parks and Recreation Department for a fee of \$45 per hour (*see reservation change policy above*). The police will be contacted for any rental event that is on the premises before or after the paid rental period. If the facility is being used for a fund-raising project, all tickets must be advanced sales. No public parties or group activities charging or collecting admission on the premises will be allowed. Beer is not an allowable reason for promoting advanced sales.

**Keys need to be picked up at Clive Parks and Recreation office, 1900 N.W. 114th St. between 8:00 a.m. and 4:00 p.m. the day of/or day prior to the event.
 For weekend rentals, keys must be picked up the Friday prior to the event.
 If you have non-emergency issues during your event please call (515) 204-3716.**

Accommodations

- The Special Events Building will accommodate 100 people when tables and chairs are used. When tables and chairs are stored, occupancy limits will allow for standing capacity of 205 people. Table size and quantity are as follows: 16 - 30"x6' and 10 - 30"x8'; there are approximately 108 chairs (*please note, these quantities could vary*).
- The facility includes restrooms, drinking fountain, cupboards, sink, stove, microwave and refrigerator.
- During the months of June, July and August, the renter acknowledges that the Aquatic Center is open for business and will not be closed to accommodate the Special Events Building rental.

Renter Responsibilities

In consideration of the City of Clive entering into this rental contract for the use of the facility, the renter agrees to meet the following requirements:

- All tables, chairs, counters and floors must be cleaned and all tables and chairs returned to storage room.
- All trash must be taken from the facility and placed in dumpster.
- The room must be swept and mopped after use. A broom and mop are located in the storage room.
- No pins, tape or other adhesive will be applied to walls, doors or ceiling – table decorations only.
- No open flame (e.g., candles, sterno food warmers, etc.) – roasters and crock pots only.

The City of Clive prohibits smoking in this facility and on City property (in compliance with the Iowa Smokefree Air Act). The City of Clive reserves the right to refuse the rental of the facilities.

The renter shall be responsible for any and all damage to the facility occurring during the term of the rental. That renter shall indemnify and hold harmless the City of Clive, its officers, agents and employees, from and against any and all loss, liability or damage arising out of renter's use of the facility, including all costs, expenses and attorney fees incurred in defending any claims arising out of the use thereof, except to the extent that the injuries or damages resulting in such losses or liabilities arise by reason of the negligence of the City of Clive, their successors or assignees.

That renter takes the facility as renter finds it and voluntarily assumes all risk of loss, damage, or injury, including death, which may be sustained by renter or any property of any of the undersigned while in, on or upon said facility. Renter shall fully comply with all applicable state laws, city ordinances and rules applicable to the use of the facility.

Renter will receive instructions for the alarm system when keys are picked up. It is understood that if the alarms are set off and the Police Department would have to respond, \$25 for each occurrence may be deducted from the renter's deposit. Deposits could then take up to 30 days to be returned.

Renter's Signature _____ **Date** _____

This reservation is not processed until completed form, payment and deposit are received.

Payment

Payment: Cash Check # _____ Credit Card: Visa MasterCard Discover

Name on card: _____ Total fees: _____

Card number: _____ Expiration date: _____ CVV/CVC #: _____

Cardholder signature: _____ Date: _____

For office use only:

Date received/By _____ Deposit check # _____ Void and return deposit check Shred check

Date form given to Parks staff/By _____ Key # _____ Date key given/By _____

Key returned on/Rec'd by _____ Date deposit returned/By _____