

RENTAL CONTRACT BAXTER COMMUNITY BUILDING

Date Reserved:
Name:
Address:
Phone Number:

RESERVATION OF THE COMMUNITY ROOM MUST BE MADE IN ADVANCE BY CONTACTING BAXTER CITY HALL (641) 227-3120.

Charges for rental of the Community Building

Rental rates for Community Room are based on one day rental:

Rent With Alcohol.....	\$250.00	Deposit.....	\$500.00
Rental No Alcohol.....	\$ 75.00	Deposit.....	\$150.00
Rental 2-Hr. Commercial...\$	50.00	Deposit.....	\$100.00
Rental Day Commercial....	\$150.00	Deposit.....	\$300.00

Please make out two separate checks (one for the fee and one for the deposit.) Make payable to **City of Baxter**. **Checks and contract must be received three days prior to reserved date. Return signed original contract and checks to Baxter City Hall, P. O. Box 415, Baxter, IA 50028.** Your deposit check will be returned if there is no damage or clean up necessary. Arrangements for a key should be made by contacting Baxter City Hall (641) 227-3120.

If the room is not rented on the previous day, the renter may request to use the room on that day from 6 p.m. to 10 p.m. for decorating purposes only. If the renter uses the kitchen facilities during that time, then there will be an additional charge of \$25.00. MAX. CAPACITY 250.

The following is a list of rules that will need to be complied with:

- 1. Do not drive on the lawn area.**
- 2. Do not prop open outside doors.**
- 3. Fire Station doors are to remain locked. Use of the Fire Station or City Hall portion of building is prohibited.**
- 4. DECORATIONS OR LIGHTING ARE NOT TO BE HUNG FROM THE CEILING IN ANY MANNER.**
- 5. Do not use tacks on walls. Use masking tape.**
- 6. Do not cut on counter tops. Cutting boards are available.**
- 7. DO NOT SLIDE TABLES ALONG FLOOR.**
- 8. TABLE CONFETTI AND GLITTER ARE PROHIBITED IN DECORATING.**
- 9. There will be no smoking in the Community Building.**
- 10. Building must be vacated by 1:30 a.m.**

I understand that I am liable for any damage that occurs to the building and its contents during the time I have reserved the room. I FURTHER UNDERSTAND THAT IF THE COMMUNITY ROOM IS Not CLEANED PROPERLY, I WILL FORFEIT THE DEPOSIT PAID AT THE TIME OF RENTAL. I have been informed that the local police officer is a representative of the City Council and may stop in at the building at any time. I have read the above rules and agree to abide by them.

Renter's Signature: _____ **Date:** _____