

RENTAL AGREEMENT FOR MELBOURNE RECREATION CENTER

DATE OF RENTAL_____

PLEASE CHECK: A _____ Banquet room ONLY @ \$90.00 per day
B _____ Banquet room and kitchen @ \$125.00 per day
C _____ Small room only @ \$40.00 per day
D _____ Small room and kitchen @ \$75.00 per day
E _____ All churches @ \$42.50 per day
F _____ 3 hours banquet room or small room & kitchen @ \$50.00
G _____ Small room, banquet room, and kitchen @ \$200.00

Prices effective January 24, 2008

RENTER SIGNATURE_____

Address_____

Phone_____

Approximate hours you will be using the Recreation Center_____

(Example - 10:00 am to 4:30 p.m.)

The Key will be available if rent is paid for you to unlock the Rec Center and leave the key when you are finished. Return of keys required for damage deposit return. YOU WILL FIND THE KEYS IN A SMALL BLACK MAILBOX THAT IS ATTACHED TO THE DOOR OF CITY HALL. THEY CAN BE RETURNED BY PUTTING THEM IN THE WATER/SEWER DEPOSIT SLOT IN THE DOOR OF THE CITY HALL.

RETURN THIS SHEET AND PAYMENT TO:

MELBOURNE CITY HALL
P O BOX 37
MELBOURNE, IOWA 50162

CITY OF MELBOURNE
RECREATION CENTER
MELBOURNE, IOWA 50162

RENTAL AGREEMENT FOR MELBOURNE RECREATION CENTER

DATE: _____

The Melbourne Recreation Center has agreed to rent the said premises to:

on _____, so long as the rules,
regulations and rental fees are complied with.

1. This rental agreement is specifically subject to the following terms, charges and conditions as follows:

- A. _____ Large banquet room ONLY @ \$90.00 per day
- B. _____ Large banquet room and kitchen @ \$125.00 per day.
- C. _____ Small room @ \$40.00 per day
- D. _____ Small room and kitchen @ \$75.00 per day
- E. _____ All churches @ \$42.50 per day.
- F. _____ banquet or small room & kitchen for 3 hours @ \$50.00
- G. _____ Small room, banquet room, and kitchen per day \$200.00

2. FULL AMOUNT OF RENT must be paid at the time of booking the Recreation Center and shall accompany the signed agreement. An amount equal to the rent is required as deposit. This deposit is to cover damage and extra cleaning, if required and must be paid by check as well. (All rentals having alcoholic beverages require a damage and cleaning fee of \$200.00)

Please send separate checks, one for rent and one for deposit.

Damage deposit will be returned if all rules are followed.

Make checks payable to Melbourne Recreation Center.

3. The renter agrees to fully comply with all rules and regulations relating to the use of the Recreation Center. Failure to do so will cause the renter to lose the damage deposit.

4. The floors shall be swept; MOPPING is required in case of spills. All brooms, dust mops, dustpan and mops are in the hallway by the restrooms.

5. All garbage shall be put in proper containers and bags should be tied and placed in dumpster by the parking lot.

6. When the kitchen is used, we ask that you wipe countertops, appliances and grills. Please see that electric oven and all grills are unplugged. Used dishtowels may be left in container under sink.

7. Tables shall be wiped off and put back in the order in which you find them. When putting tables back on the rack, please put the old tables on the bottom of cart.

8. The air-conditioning shall be turned to 80 degrees (summer) and the furnace shall be turned down to 60 degrees (winter) upon leaving.

9. Please put the piano back in the northwest corner if you move it.

10. All lights shall be turned off and all doors locked upon leaving.

11. The building and area shall be left as the renter found it or your damage deposit shall not be returned

12. The signed renter shall be responsible for all guests at the Recreation Center and shall pay for repairs or damages caused to the premises other than normal wear and tear.

13. The POOL is OFF LIMITS, unless another \$75.00 is paid for rental of pool and a lifeguard is hired by renter, payable by the renter. If the pool is open for regular hours usual swim fees apply.

14. All premises are to be vacated by 2:00 AM, unless other arrangements are made with the Recreation Center manager.

15. The renter agrees to assume entire responsibility and liability for all damages or injuries to all persons, arising out of, resulting from or in any manner connected with the above use of city facilities, and agrees to indemnify and save harmless the city, its agents and employees from all such claims including liable and legal fees and disbursements paid or incurred to enforce the provisions of this paragraph.

PLEASE HAVE A GOOD TIME WHILE YOU ARE HERE, BUT CLEAN UP AFTERWARD.

THANK YOU.

WHEN BOTH FULL RENT AND DAMAGE DEPOSIT ARE PAID, KEYS WILL BE MADE AVAILABLE FOR YOU TO UNLOCK THE REC. CENTER. YOU WILL FIND THE KEYS IN A SMALL MAIL BOX LABELED REC CTR, WHICH IS LOCATED ON THE FRONT DOOR OF CITY HALL. RETURN OF KEYS IS REQUIRED FOR DEPOSIT RETURN. YOU CAN DROP THE KEYS IN THE WATER/SEWER DEPOSIT SLOT IN THE CITY HALL DOOR

In case of emergency call:

Maintenance Gary Fricke
Coordinator Cookie Purdy

482-3404
482-3338 city hall

KEEP THIS SHEET FOR REFERRAL, RETURN ATTACHED SHEET WITH CHECKS

TO:

MELBOURNE RECREATION CENTER

P O BOX 37
MELBOURNE, IOWA 50162