

## CITY OF LYNNVILLE OLD SETTLERS BUILDING RENTAL CONTRACT

### PAYMENTS:

Payment of the security deposit in full is required within 7 days of the date the reservation is made in order to hold the reservation date(s). Payment of the rental fee in full must be made 14 days prior to the rental date or the reservation will be cancelled and the security deposit will be forfeited.

### CANCELLATION POLICY:

Over 60 days prior to rental date full refund of security deposit. 30 – 60 days prior to rental date: ½ of security deposit will be refunded, less than 30 days prior to rental date Renter will forfeit entire security deposit.

### SECURITY DEPOSITS AND RENTAL FEES:

Rental Prices are as follows:

\$50/day – daily rental under 50 people....PLUS \$100 deposit

\$150/day – weddings, wedding receptions or over 50 people PLUS \$100 deposit

\$10/day- Camping on west side of grounds

The security deposit will be returned when it is determined that the facility is clean, in order, undamaged and nothing has been removed (ie..light bulbs etc.) ALL RENTERS WILL BE FINANCIALLY LIABE FOR ANY AND ALL DAMAGES ABOVE AND BEYOND THE SECURITY DEPOSIT.

### RENTAL PERIOD:

Payment of the rental amount entitles the Renter to use the facility from 8:00 a.m. until 12:00 midnight the day of the reservation with clean-up finished by 1:00 a.m. Special arrangements must be made for use past 12:00 midnight and an additional rental fee may be charged.

### INSURANCE:

ALL Renters **MUST** provide proof of liability insurance if alcohol is on the premise. A copy of a "Certificate of Insurance" (which can be obtained by Renters from their insurance agency) must accompany the rental fee payment (due 14 days prior to the rental event). High coverage event Certificates of Insurance MUST have "host liquor liability" on the policy if alcohol will be served.

### RENTER RESPONSIBILITY:

1. Heavy or sharp items are not to be pushed across the floor.
2. No machines/engines with gas, diesel fuel or oil permitted in the building.
3. Grounds and the building are to be cleared of refuse accumulated during rental. Trash cans are to be emptied and trash disposed of.
4. Bathroom lights and faucets are to be turned off and make sure the toilets are not running.
5. All personal belongings are to be removed.
6. All lights turned off and all lightbulbs remain in the facility.

### SUPPLIES:

All supplies needed for your function are up to the Renter to provide.

### DAMAGE AND MISSING ITEMS

The renter will be responsible for any damage (beyond wear and tear) and any missing property of the City located in the Old Settlers building or outside of the Old Settlers building.

Use of unauthorized intoxicants, drugs, controlled substances, including marijuana, firearms and illegal gambling in any form, is strictly prohibited.

The City of Lynnville will not be responsible for thefts committed or accidents occurring on the property. The City reserves the final and absolute right to interpret all rules and regulations and to arbitrarily settle and determine all matters, questions and differences connected with or incident to the building and grounds.

**The City Council of Lynnville has the right to refuse the rental of the building.**

**RENTERS WILL AGREE TO COMPLY WITH THESE GUIDELINES OR FORFEIT RENTAL DEPOSIT AND POSSIBLE FUTURE RENTALS.**

OLD SETTLERS BUILDING AGREEMENT

Dates Requested: \_\_\_\_\_

This contract is between the City of Lynnville, hereafter known as the 1<sup>st</sup> party, and

\_\_\_\_\_, hereafter known as the 2<sup>nd</sup> party,  
with both parties agreeing to the following contained conditions for the purpose of rental of the Old Settlers building in Lynnville, Iowa:

2<sup>nd</sup> party agrees to pay and provide in **2 separate checks**: deposit and rent

\$ \_\_\_\_\_ Security Deposit (due within 7 days of time the reservation is made) Due Date \_\_\_\_\_

\$ \_\_\_\_\_ rent for use of the building for \_\_\_\_\_ (Date(s))

Rent must be paid in full 14 days prior to rental date.

Will alcohol be present: Y N ? If yes, you must provide proof of liability insurance.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

1<sup>st</sup> Party signature (City of Lynnville) \_\_\_\_\_ Title \_\_\_\_\_

2<sup>nd</sup> Party Signature (Renter) \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_