

# Pleasantville Memorial Hall Rental Contract

Rental Purpose/Event: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

		Requested Area	No. of Days
Upper level with Kitchenette	\$175.00 Daily	_____	_____
Kitchenette Only	\$60.00 Daily	_____	_____
Lower Level	\$125.00 Daily	_____	_____
Funeral Rates	\$50.00	_____	_____
Kitchen (On Lower level)	\$30.00 Daily	_____	_____
Damage Deposit Required	\$200.00	_____	_____
Key Deposit Required	\$25.00	_____	_____

\_\_\_\_\_  
Renter Print Name Renter Signature Date

Renter Address & Phone Number \_\_\_\_\_

## Memorial Hall Rules

1. City of Pleasantville has the right to deny lease, based on potential City of Pleasantville needs
2. Must be at least 21 years old to lease any facility
3. Reservations can be made no farther than a year in advance
4. Cancellations must be made not later than two weeks prior to your event for refund of deposit
5. Building must be cleaned according to the cleaning requirement of the facilities
6. No Smoking under Iowa Law
7. No nails, tacks, staples, tape, etc. to be used on walls or ceiling.
8. Everyone must be out of the building by 1:00 am and keys must be returned to the office the next business day or deposit will be forfeited
9. Any damages done to the building, including any plumbing problems arising from your use of the building, will be charged to you,
10. The City of Pleasantville's noise ordinance will be enforced by the police department.
11. Animals are prohibited from the inside premises of the Memorial Hall with the exception of certified guide or service dogs.
12. Do not take anything belonging to the Memorial Hall. Inventory will be taken and the responsible individual will be charged for missing items. Equipment belonging to the City will not be loaned out of the building.

13. The Memorial Hall is NOT responsible for lost, damaged or stolen personal items during your rental period.
14. If the deposit is withheld because of the renter's maliciousness or negligence the renter is barred from renting the Memorial Hall again.
15. No propane tanks are allowed inside the Memorial Hall walls. Decorations may be placed on tables but must leave no marks or residue when removed, Confetti, glitter and candles are not allowed.

### **Alcohol & Security**

Below are the two requirements which the rental clients must follow:

- Events with alcohol hosting 30 or more guest shall require a Uniformed Police Officer
- Pleasantville Police Department is contacted no later than two (2) weeks prior to the event and provide a certified peace officer through the State of Iowa. The hourly rate of \$30.00 with a 4 hour minimum. The Officer shall be paid by the renter or designee in full prior to the event starting.
- Law Enforcement is available upon request for any other events.
- No alcohol shall not be sold unless it is a business with a State of Iowa Liquor License and the said license has been transferred over to the Memorial Hall address on the day of rental.

Renter will not serve alcoholic beverages to any minor in violation of Iowa Law.

Beer and wine are the only two types of alcohol to be served. Hard liquors are strictly prohibited.

**If security is required, you will NOT be allowed to use the facility unless you have made arrangements with the Pleasantville Police department in advanced.**

### **Cleaning Requirements**

1. Clean and put away all chairs and tables that were used.
2. Pick-up trash from floor and kitchen and remove trash from receptacle(s) and take out to the dumpster.
3. Make sure all areas are as good as, or better than, when you arrived.
4. Tables and chairs need to be returned to their original positions after your event
5. Wastebaskets must be emptied and garbage taken to dumpster
6. Floors must be swept, moped, and vacuumed
7. Take out trash and clean counters in the bathrooms
8. Kitchen must be cleaned if used. Check to see all appliances are off
9. Lights must be turned off and doors locked

### Youth Group Use

Youth Group leaders are responsible for keeping their group members in the room they have rented. No one is to be running or playing in the hallways or other areas of the building. A minimum of two (2) leaders/chaperones must be with groups numbering nine (9) or more.

### Non-Profit groups

Non-Profit groups will be allowed to use the Community Center one-time annually

#### Pleasantville Memorial Hall One-Time Use Agreement

Name of Renter: \_\_\_\_\_

Name of Organization Renting (if Applicable): \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Non-Profit ID# (required): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Are you 21 years of age or older: \_\_\_\_\_ Yes \_\_\_\_\_ No

Reservation Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Describe in detail the specific reason/purpose for the reservation:

\_\_\_\_\_  
\_\_\_\_\_

Will this event be a surprise? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will there be any entertainment and/or music planned? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe/identify in detail the type of entertainment and/or music:

\_\_\_\_\_

Has, or will, this event be advertised and/or announced publicly in any way? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will Alcohol be served? Y \_\_\_\_\_ N \_\_\_\_\_ Total # of people expected to attend: \_\_\_\_\_

**Pleasantville Hold Harmless/Indemnification Agreement**

1. The Renter agrees to indemnify, defend and hold harmless the City, its officers, agents, and employees from and against any and all claims, damages, losses, liabilities, judgments, and expenses of whatever nature, including reasonable attorney fees, arising from, during or in conjunction with the Renters service of alcoholic beverages on the Pleasantville Memorial Hall premises during, or in conjunction with the Renter's its use of the said Memorial Hall.
2. The Renter further agrees to indemnify and reimburse the City for any and all damages resulting to City property from the Renter's use of the Pleasantville Memorial Hall premises, normal wear and tear excepted.
3. The Renter agrees that its use of City property as contemplated in this Agreement will be in compliance with all applicable City ordinances, State and Federal laws and regulations.
4. Should it become necessary for the City or someone on their behalf to incur costs and expenses to retain the services of an attorney to enforce this Agreement or any portion hereof, or to present a defense to claims arising from the situations identified above, the undersigned agrees to pay the City all costs and attorney fees herby expended or for which liability is incurred.
5. The City reserves, and the Renter recognizes and accepts, the City's absolute right to terminate usage of any City facility including, but not limited to the Pleasantville Memorial Hall at any time if any violation of this Agreement or City rules and/or procedures for such use are violated.
6. In compliance with Iowa Code §123.95, the Renter agrees they will not serve alcoholic beverages, other than beer and wine, in the Pleasantville Memorial Hall, without first receiving a State of Iowa Liquor Permit. The Renter further understands that the City of Pleasantville will not permit the serving of any alcoholic beverage, other than beer and wine, until and unless the City of Pleasantville receives notification from the State of Iowa that a Liquor License has been approved.
7. The undersigned, signing on behalf of \_\_\_\_\_, is empowered by said entity and by the authority of its Board of Directors, if applicable, to bind said Renter to the terms and conditions of this Agreement.
8. The undersigned acknowledges that they have received and read all pages of this agreement and will abide the rules, regulations and State Laws.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City Staff Acknowledgment

\_\_\_\_\_  
Reviewed and Approved by  
Mayor or City Administrator