

River'sEDGE: Multi-Purpose Room Rental Agreement

River'sEDGE Sport & Fitness
206 2nd Avenue SW
Independence, Iowa 50644

For Office Use Only:

Multi-Purpose Room Rental Fee: _____

Total Fee Paid: _____

Date: _____ Staff Initial: _____

Fill out the form below & sign the agreement on the back.

Contact Person (Lessee): _____

Company/ Group Name (if applicable): _____

Address: _____

Phone #: (Daytime) _____ (Evening) _____

Date of Rental: _____ Time of Rental: _____

Equipment Needed	Number of each needed
Chairs (Folding)	_____
Tables (Round)	_____
TV	_____
(Two- 50" flat screen wall mounted televisions are available)	
DVD	_____
Alcohol Served	_____

Maximum capacity of the Multi-Purpose Room is:

200 people w/ tables and chairs

300 people for assembly

All reservations must be made prior to the date of your rental by calling the Falcon Civic Center at 319-334-2606 Monday- Friday between 8am- 3:30pm.

Multi-Purpose Room Rental Rates per Day:

Rental Fees:

- 1 Day= including your set-up, tear down, and clean-up time

1 Day Rental: \$200.00 total

- 2 bags courts and a shuffleboard court is also available for an additional \$50.00

Alcohol Sales (including beer and native wine for you to select prior to your event) are available as part of your rental fee. NO Alcohol is allowed to be brought on site.

Return this form immediately as proof of reservation. All rental fees are DUE in full on or before the date of the rental.

PLEASE TURN OVER >>>>

RENTAL AGREEMENT

This agreement, made, and entered on _____ by and between the
Date the reservation was taken on

Parks & Recreation Department of Independence, Iowa, hereinafter referred to as the IPRD and
_____ as the Lessee.

Name of person reserving

1. The IPRD agrees to rent the River'sEDGE Sport & Fitness Multi-Purpose Room from _____ AM/PM on _____ to _____ AM/PM.
2. For the use of the premises for the period above the described, Lessee agrees to pay the IPRD the sum of \$ _____. Payment is due in full by _____.
3. The IPRD agrees to furnish all of the essential light, heat, and ordinary operating equipment as may be needed.
4. Lessee shall furnish all necessary labor that is essential to install, operated, service, and remove all equipment belonging to the Lessee.
5. The Lessee agrees that it will not in anyway injure, damage, mar, or deface the building (including excessive decoration) premises, the furniture, the fixtures, flooring, or equipment on or around the building and shall reimburse the IPRD for any damage or injury caused by it, its employees, agent or other persons admitted to the premises by the Lessee.
6. All property brought onto the premises by Lessee shall be at the risk of the Lessee and the IPRD shall not be liable for any loss or damage, or form any injury to Lessee, agents, or employees.
7. No Alcohol may be carried into or out of the building. Alcohol will strictly be provided and sold by River'sEDGE Sport & Fitness. Valid ID's are required from those who wish to consume alcohol.
8. It is further agreed by the parties as follows:
 - a. A written application must be submitted to the Falcon Civic Center for each use. Please make checks payable to the Falcon Civic Center.
 - b. Rooms are not available until the time of reservation. If there is a need for additional set-up and tear down time, the Lessee must include that time in the rental time.
 - c. Chairs and tables will be provided but the room is to be set-up and arranged by the Lessee.
 - d. Decorations must be removed after use. Leaving no tape, staples, or string on the walls or ceiling. No permanent holes are to be made in wall, ceiling tiles, etc..
 - e. There is NO Smoking Allowed in the River'sEDGE Sport & Fitness.
 - f. Person(s) guilty of using loud or profane language, rowdy, and/or unruly conduct and/or are disruptive by their conduct will be asked to leave the River'sEDGE Sport & Fitness.
 - g. Any person deemed to have consumed too much alcohol will be cut off at staff discretion. Problems there after would be turned over to the Independence Police Department.

Lessee Signature: _____

Staff Signature taking the reservation: _____