

# River'sEDGE Multi-Purpose Room Rental Agreement

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

Office Use Only: (Updated 2019)  
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 River'sEDGE at 319-332-1525 Monday- Friday between 3:30- 9:00pm.

## River'sEDGE Multi-Purpose Room Rental Rates per Day:

Rental Fees:

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

Price:           **\$200 per day**  
                      **\$150 for a rental of 3 hours or less**  
                      **\$70 for 1/3 of the entire room (a portable divider is put up)**

- If you would like to set-up the day prior to your event, you will be charged an additional \$50
- 2 bags courts are also available for an additional \$50

Alcohol Sales are available as part of your rental fee. NO Alcohol is allowed to be brought on site or taken off 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 (Entire Room or 1/3 of the room) from \_\_\_\_  
\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM on \_\_\_\_\_.
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 River'sEDGE for each use. Please make checks payable to  
River'sEDGE.
  - 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, arranged, tore-down, and cleaned-up 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 River'sEDGE.
  - 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 River'sEDGE.
  - g. Any person deemed to have consumed too much alcohol will be cut off at staff discretion. Problems  
thereafter would be turned over to the Independence Police Department.

Lessee Signature: \_\_\_\_\_

Staff Signature taking the reservation: \_\_\_\_\_ Date: \_\_\_\_\_