

**AURELIA COMMUNITY CENTER**  
 235 Main Street, P.O. Box 328, Aurelia, Iowa 51005  
 For Reservations and Information  
 Call 712-434-2700 or Email [barb@aureliaia.com](mailto:barb@aureliaia.com)

**PLEASE RETURN THIS FORM (2 pages) WITH YOUR RENT & DEPOSIT CHECKS**

*Rental Requests & Charges:*

	<u>Rental Fee</u>	<u>Deposit</u>
Rooms rented: _____ Whole Facility*	\$300.00	\$400.00
(Place X) _____ Large Room	\$120.00	\$200.00
_____ Large Room/Bar	\$180.00	\$200.00
_____ Small Room	\$ 60.00	\$100.00
_____ Small Room/Bar	\$120.00	\$100.00
_____ Kitchen	\$ 60.00	Kitchen alone not for rent
_____ Bar	\$ 60.00	Bar alone not for rent

Total Amount of Rooms Rented: \$\_\_\_\_\_ Total Security Deposit \$\_\_\_\_\_

**\*Items included in rental fee:**

- 310 Padded Chairs –Large Room 40 Padded Chairs–Small Room  
 Tables 60" Round (30) Bar Tables 30" round (6)  
 Tables 8 'x 30" (36) Tables 6' x 30" (8) Tables 4' x 22" (4)

**Items available for rent (Place an "X" or Number):**

- \_\_\_\_\_ Staging 9-4'x8' sections @ \$5 ea (section includes steps)  
 \_\_\_\_\_ \$20.00 Projector, DVD, VHS (Includes screen 96" X 96" lg room & 60" X 60" small room)  
 \_\_\_\_\_ \$20.00 Sound System (includes): \_\_\_\_\_ Wooden podium freestanding  
 Handheld wireless microphone \_\_\_\_\_ Oak Easel I Pod Adapter  
 \_\_\_\_\_ Table top podium CD & Cassette player  
 \_\_\_\_\_ \$ .50ea Stainless Coffee Pots (48) Wired stand microphone  
 \_\_\_\_\_ \$5.00ea Chafing Dishes (6) Body pack microphone \_\_\_\_\_ \$  
 .50ea Liter water carafes (48) \_\_\_\_\_ \$4.00 Ice per #20 bag

**Items available for rent (Indicate Desired Number): Avalon Stainless Steel Flat Ware**

**Corelle Enhancement China**

**360 Place Settings:**

- \_\_\_\_\_ 10 ½ " Plates (360)  
 \_\_\_\_\_ 7" Plate (700)  
 \_\_\_\_\_ 7" 18oz Bowl (360)  
 \_\_\_\_\_ 6" Saucer (360)  
 \_\_\_\_\_ Coffee cup (360)  
 \_\_\_\_\_ 12" Platter (60)  
 \_\_\_\_\_ 1 qt Bowl (60)  
 \_\_\_\_\_ Champaign glasses (24)  
 \_\_\_\_\_ Banquet goblets (696)  
 Place setting charges

- \_\_\_\_\_ Dinner forks (360)  
 \_\_\_\_\_ salad forks (360)  
 \_\_\_\_\_ Teaspoons (720)  
 \_\_\_\_\_ Soup spoons (360)  
 \_\_\_\_\_ Serving spoons (60)  
 \_\_\_\_\_ Table knives (360)

**Linens:**

- \_\_\_\_\_ Round table @ \$3.00 each – black or white  
 \_\_\_\_\_ Rectangle table @ \$3.00 each - black or white  
 \_\_\_\_\_ Napkins @ \$ .50 each - black or white  
 \_\_\_\_\_ Table skirting @ \$3.00 each – black or white  
 \_\_\_\_\_ Chair covers @ \$1 each – white only  
 \_\_\_\_\_ Riser skirting @ \$2 each – black only

\_\_\_\_\_ includes Corelle dishes, goblet, & silverware @ \$1.00 per place setting \$ \_\_\_\_\_  
 \_\_\_\_\_ goblets @ \$ .50 each \$ \_\_\_\_\_ silverware @ \$ .50 per place setting \$ \_\_\_\_\_

**CITY OF AURELIA DOES NOT ALLOW PATRONS TO BRING ALCOHOLIC BEVERAGES IN. IF YOU DO, YOU WILL FORFEIT YOUR DEPOSIT.**

Event: \_\_\_\_\_

Rental Date: \_\_\_\_\_

Rental Time: Begin \_\_\_\_\_ a.m. \_\_\_\_\_ a.m.  
p.m. End: \_\_\_\_\_ p.m. (Circle a.m. or p.m.)

Estimated Number of guests (write-in) \_\_\_\_\_

Catering Company: \_\_\_\_\_

Bar Time Begin: \_\_\_\_\_ a.m. \_\_\_\_\_ a.m.  
p.m. End: \_\_\_\_\_ p.m. (Circle a.m. or p.m.)

(Please make rental check for today's date & deposit check for date of event)  
(2 separate checks payable to City of Aurelia)

TOTAL RENT: \$ \_\_\_\_\_ (paid) \_\_\_\_\_ DEPOSIT: \$ \_\_\_\_\_

Renter: \_\_\_\_\_ (please print)

Address: \_\_\_\_\_ City/Zip code: \_\_\_\_\_

Phone \_\_\_\_\_

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**IMPORTANT NOTICE: RENTER IS RESPONSIBLE FOR DAMAGED OR BROKEN ITEMS, BOTH RENTAL ITEMS AND ITEMS AVAILABLE FOR USE**

Renter's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**SIGNATURE AFTER READING SIGNIFIES AGREEMENT**

*Thank you, for your business. We will do our best to make your event a pleasant one.  
The Aurelia Community Center is owned and operated by the City of Aurelia.*

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**RENTAL CONTRACT**

Contract, deposit and rental checks must be returned by \_\_\_\_\_ to hold your date.  
 (Date)

Date will not be held for you beyond above date if contract and rental and deposit checks are not received by above date. Return to the above address.

**A SECURITY DEPOSIT WILL BE COLLECTED WITH ALL RENTALS AS STATED BELOW**  
 (Written as two separate checks, payable to City of Aurelia)

RENTAL FEE 7/1/18	Per Day	CLEAN-UP FEES:	DEPOSIT
Whole Facility	\$300.00 =	Rent includes 4 hours of cleaning	\$400.00
Large Room	\$120.00 =	Rent includes 2 hours of cleaning	\$200.00
Large Room/Bar	\$180.00 =	Rent includes 3 hours of cleaning	\$200.00
Small Room (See #10)	\$ 60.00 =	Rent includes 1 hour of cleaning	\$100.00
Small Room/Bar	\$120.00 =	Rent includes 1 hour of cleaning	\$100.00
Kitchen*	\$ 60.00 =	Rent includes 1 hour of cleaning	
		* Kitchen alone will not be rented (See #12)	
Bar*	\$ 60.00		
		* Bar alone will not be rented (See #4)	

**All Rental Fees & Security Deposit must be paid at the time of booking the Aurelia Community Center. Please remit 2 separate checks to the City of Aurelia, the check for the rent will be cashed, the check for the deposit will be held. Signed Contract, Rental payment, and Security payment secures your booked date.**

Security deposit check may be held up to four business days after the event.

Large room rental has priority over kitchen & bar.

If allocated cleaning time is not sufficient an additional \$20.00 per hour cleaning charge will be deducted from the security deposit.

Entryway, hall and restrooms will always be cleaned by our staff; however, you must clean them of any trash, decorations, or debris of any kind as a result of your event.

**Requirements:**

1. If anything is damaged or broken, the **Renter is Responsible** and will be charged accordingly. **You are responsible for your guests and their actions.**
2. **The premises will be left as found – CLEAN, with tables and chairs placed as you found them. Tables must be wiped clean. Garbage should be taken to dumpster outside.** Remove all food items and leave kitchen clean, including counter tops and sinks. If no damage or additional cleaning is needed your security deposit will be returned to you in full after management has inspected the building. (The management or its designee reserves the right to inspect the Aurelia Community Center at any time during your function.)
3. The Aurelia Community Center is a smoke free environment.
4. The bar area will not be used unless a bartender is hired for the bar area.

5. **ABSOLUTELY NO CONSUMPTION OF ALCOHOL BY MINORS WILL BE TOLERATED.** Staff will require photo ID'S from your guests. Renter will share equally the responsibility for underage drinking. Bar staff reserves the right to refuse service to anyone.
6. **NO ONE MAY BRING ALCOHOLIC BEVERAGES INTO THE CENTER. All alcoholic beverages must be purchased at the bar. Anyone caught bringing any alcoholic beverage into the Center will forfeit their deposit. Any violations or suspected violations will result in law enforcement being called immediately. Violators will be prosecuted. It is illegal to take alcohol out of the building.** State law prohibits selling liquor or beer on credit; therefore, all bar bills must be paid the day of the event. When bar tickets are used, they will be issued only to the party who rented the Center. Rental party will pay only for tickets turned into bartenders. **Bar may be open until 12:00 pm.** No keg beer will be available. A 15% gratuity will be added to an open or ticket bar. Wine, Champagne, and other special requests must be purchased through City Hall and paid in full the day of the event. Absolutely no unauthorized persons are allowed behind the bar at any time.
7. No decorations can be attached to finished walls, woodwork, and/or ceilings. Decorations may be hung from picture rail only with hooks, which will be provided for this purpose.
8. Absolutely no tape or like items used on walls, wood, or floors.
9. No use of silly string, rice, birdseed, confetti or similar item will be allowed in the Aurelia Community Center as well as outside on the sidewalks or parking lots. In addition, there will be no use of bubble liquids or blowing bubbles inside the building. Additional cleanup fees will be charged in the event they are used.
10. Only small items may be carried into the Aurelia Community Center through the front doors. Larger items transported by two wheeled carts must be brought in through the south doors only, and removed through the same doors. Household sales/antique sales/other sales that do not have an Auctioneer or auctions with an auctioneer may rent facility and pay the damage deposit with stipulation of no LARGE APPLIANCES or anything with an INTERNAL COMBUSTION ENGINE. These items may be sold in the parking lot.
11. If notice of cancellation is given sixty (60) days or more before a scheduled function, the rental fees you paid will be refunded. If cancellation is made sixty (60) days or less before a scheduled function, one-half of the rental fees you paid will be refunded.
12. Kitchen may be used to prepare coffee and serve a single item, which is not prepared on site, and is included in large and small room rental price. If the kitchen is used to prepare a meal the \$60.00 rental fee will apply.
13. Set up / decorating: We will allow you entry to decorate ONE day prior to event, if available at the time of booking, at no additional fee and after staff has finished cleaning: provided neither room has been rented by another party, (regardless of which room they have rented). *Any earlier access will be assessed a fee of \$150.00 per day.* If you wish to use the Center the next day for a brunch and /or gift opening that is considered another rental date and the charge for the small room under these circumstances is \$60.00 and the large room is \$120.00.
14. Fire exits cannot be blocked in any way. No blocking of any doors or lights hanging across door, especially the Legion south door on east wall of large room.
15. **The renter must vacate the facility of all personal effects/property and have all cleaning done by the pre-agreed time at the time of the rental contract or by 1:00 A.M. the following morning of your rental date.**
16. Any use of flame must be cleared with management prior to event.

## ***ITEMS INCLUDED WITH KITCHEN RENTAL:***

Sugar Packet Holders (48)	Salt & Pepper Shakers (48sets)
No-slip serving trays 22x27 (4)	No-slip serving trays 11 inch (12)
Chrome serving trays 14x19	Clear plastic serving trays 12x18 (12)
Serving spatula small (3)	13qt. Stainless steel bowl (4)
8qt. Stainless steel bowl (2)	5qt. Stainless steel bowl (4)
3qt. Stainless steel bowl (4)	Pebbled bowls large (3)
Pebbled bowls small (4)	Dressing crocks large (6)
Dressing crocks small (6)	Black dressing ladles (8)
Metal spoons long (4)	Metal spoons reg. (6)
Metal serving tongs (6)	Black serving tongs (2)
Scoops - ice cream (2)	Large colander (1)
Baking sheets (4)	Sauce pans 5.5 qt. (2)
Sauce pans 2.75 qt. (2)	10" frying pans (2)
8" frying pans (2)	Metal turners (4)
White spatulas (4)	Metal measuring cups (set)
Metal measuring spoons (set)	Plastic covered container (3) 9x15
Plastic covered container (3) 5x11	Plastic covered container (3) 4x5
17" oven mitts (6)	Can opener (1)
Cutting boards (6)	Paring knives (4)
Filet knives (2)	Santoku knives (2)
100 cup Coffee Urns (3)	Plastic water pitchers (6)
18 qt. Roasters (3)	Bus carts (4)
Tray stand (1)	Walnut Highchairs (3)
Piano	

Note: Place settings for approximately 100 people are available for use at no charge. All dishes and silverware must be washed and sanitized in the dishwasher and returned to the cupboard.