

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
MAINTENANCE FEE AGREEMENT

Date _____, 20____

Signed contract must be returned within 7 days of City Hall contact to hold your date.
Maintenance fee check must be returned to City Hall within 7 days after 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. Clean the entryway, hall, and restrooms of any trash, decorations, or debris of any kind as a result of your event. (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.**
6. We have an Iowa Liquor License, which makes it illegal to bring alcoholic beverages into the Aurelia Community Center.
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. Absolutely no tape or like items used on walls or wood.
8. No Silly String, popcorn, rice, birdseed, confetti or similar item will be allowed in the Aurelia Community Center as well as outside on the sidewalks or parking lots. Additional cleanup fees will be charged in the event they are used.
9. 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 and west doors only, and removed through the same doors.
10. If notice of cancellation is given sixty (60) days or more before a scheduled function, the fee will be refunded. If cancellation is made sixty (60) days or less before a scheduled function, no refund will be given.
11. 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.
12. 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). If you wish to use the Center the next day that is considered another rental date and the charge is \$50.00.
13. 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.
14. 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 2:00 A.M. the following morning of your rental date.
15. Any use of flame must be cleared with management prior to event.

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
 PLEASE RETURN THIS FORM (2 pages) WITH YOUR MAINTENANCE FEE

Rooms rented: _____ Whole Facility
 (Place X) _____ Large Room
 _____ Small Room
 _____ Kitchen Kitchen alone not available
 _____ Bar Bar alone not available

Total Maintenance Fee for Rooms Rented: \$ 50.00

***Items included in maintenance fee:**

310 Padded Chairs –Large Room	40 Padded Chairs-Small Room	Folding chairs (70)
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 (section includes steps), Skirting	
_____ Projector, DVD, VHS	
(Includes screens 96" X 96" large room & 60" X 60" small room)	
_____ \$25.00 Internet Access	_____ Sound System (includes):
_____ Wooden podium freestanding	Handheld wireless microphone
_____ Oak Easel	I Pod Adapter
_____ Table top podium	CD & Cassette player
_____ Stainless Coffee Pots (48)	Wired stand microphone
_____ Chafing Dishes (6)	Body pack microphone
_____ Liter water carafes (48)	_____ \$3.30 Ice per #20 bag

AURELIA COMMUNITY CENTER

235 Main Street, P.O. Box 328, Aurelia, Iowa 51005

For Reservations and Information

Call 712-434-2700 or Email barb@aubreliaia.com

PLEASE RETURN THIS FORM (2 pages) WITH YOUR MAINTENANCE FEE

Event: _____

Rental Date: _____

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

Set Up Time: _____ a.m. or p.m. (Circle a.m. or p.m.)

Estimated Number of guests (write-in) _____

Catering Company: _____

TOTAL MAINTENANCE FEE: \$ 50.00

Renter: _____ (please print)

Address: _____ City/Zipcode: _____

Phone _____

**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

Management: _____ Confirmed Date: _____

*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.*

