

**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](mailto:barb@aubreliaia.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 1/2" 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.*