

RENTAL CONTRACT
BAXTER COMMUNITY BUILDING

Date Reserved:
Name:
Address:
Phone Number:

**RESERVATION OF THE COMMUNITY ROOM MUST BE MADE IN ADVANCE BY CONTACTING
PEG KIMBERLEY (641) 227-3120**

Charges for rental of the Community Building

Rental rates for Community Room are based on one day rental:

Rent With Alcohol	\$250.00	Deposit	\$500.00
Rental No Alcohol	\$75.00	Deposit	\$150.00
Rental 2-Hr. Commercial	\$50.00	Deposit	\$100.00
Rental Day Commercial	\$150.00	Deposit	\$300.00

Please make out two separate checks (one for the fee and one for the deposit). Make payable to City of Baxter. Checks and contract must be received three days prior to reserved date. Return signed original contract and checks to Peg Kimberley, City Hall, P.O. Box 415, Baxter, IA 50028. Your deposit check will be returned if there is no damage or clean up necessary. Arrangements for a key should be made by contacting Peg Kimberley (641) 227-3120.

If the room is not rented on the previous day, the renter may request to use the room on that day from 6 p.m. to 10 p.m. for decorating purposes only. If the renter uses the kitchen facilities during that time, then there will be an additional charge of \$25.00. MAX. CAPACITY 250.

The following is a list of rules that will need to be complied with:

1. Do not drive on the lawn area.
2. Do not prop open outside doors.
3. Fire Station doors are to remain locked. Use of the Fire Station or City Hall portion of building is prohibited.
4. **DECORATIONS OR LIGHTING ARE NOT TO BE HUNG FROM THE CEILING IN ANY MANNER.**
5. Do not use tacks on walls. Use masking tape.
6. Do not cut on counter tops. Cutting boards are available.
7. **DO NOT SLIDE TABLES ALONG FLOOR.**
8. **TABLE CONFETTI AND GLITTER ARE PROHIBED IN DECORATING.**
9. There will be no smoking in the Community Building
10. Building must be vacated by 1:30 a.m.

I understand that I am liable for any damage that occurs to the building and its contents during the time I have reserved the room. I FURTHER UNDERSTAND THAT IF THE COMMUNITY ROOM IS NOT CLEANED PROPERLY, I WILL FORFEIT THE DEPOSIT PAID AT THE TIME OF RENTAL. I have been informed that the local police officer is a representative of the City Council, and may stop in at the building at any time. I have read the above rules and agree to abide by them.

Renters Signature: _____

Date: _____