

CASS COUNTY AGRICULTURAL & EDUCATION ASSOCIATION
Rental Contract for the Cass County Community Center (Revised 5/1/23 - Effective immediately)
 805 West 10th Street, Atlantic IA 50022
 Reservation Phone 712-243-1132 and Fax 712-243-1133

Type of Event _____ Date(s) to be rented _____
 Name of responsible party renting the building _____
 Mailing Address _____ City _____ Zip _____
 Phone Number _____ Time to open Building _____
 Email Address _____ Time to close Building _____
 Approximate Number of People Attending Event _____

Marquee: Y or N (No extra fee; message on electronic signs on grounds and at corner of 7th/10th)

Marquee to read as follows: _____

Space to Rent: (All Rentals are full day, with option to access from 6 AM to Midnight. All events must end by midnight and be in process of cleaning up. Public Wi-Fi is available throughout the building at no additional cost.)

- Whole Building:** (deposit \$300) \$ _____
 7700 square ft. ~ seats up to 450 at tables
 - **Daily Rate- \$600** (Sunday-Friday) **or \$1,000** (Saturday)
 - **Whole Weekend- \$2,000** (Friday AM - Sunday @Noon)
 (Includes building setup and standard cleaning- exceptional messes may be charged additional cleaning fee)
- Large Room (half building) - \$325 Daily** (deposit \$150) \$ _____
 3350 square ft. ~ seats up to 175 at tables
- Medium Room - \$200 Daily** (deposit \$100) \$ _____
 2350 square ft. ~ seats up to 100 at tables ~ must use south entrance for access
- Small Room - \$100 Daily** (deposit \$50) \$ _____
 2000 square ft. ~ seats up to 60 at tables ~ use north entrance only

***Kitchen use included with Whole Building Rental. Kitchen use included with Large or Medium room rental on a first come basis. Kitchen is not available with Small room rental only, due to location and access. Please refer to Kitchen Regulations on page 4 for list of items and terms of use.**

<p>Please submit TWO separate checks for rental fee and deposit. (Make checks payable to Cass County Ag & Ed Assn.) Credit Card Payment available for 3.5% fee. Call 712-243-1132 to pay by card.</p>	<p>Total Rental \$ _____</p> <p>Total Deposit \$ _____</p>
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Call or Text Melanie McDermott 712-249-4602 prior to your event, to confirm building unlock and lock at times specified above. Any variation from the above stated time must be reported to Melanie, at least one hour prior to the change. A \$20 per hour charge will be assessed if opening and closing time is violated or more than one opening and closing time is needed. **In NO event shall the building be left unattended.**

BOTH RENT AND DEPOSIT MUST BE PAID AT TIME OF RESERVATION

Rental check will be cashed and subject to cancellation policy on page 3. Deposit check will be held for damages and returned once building has passed inspection and all charges are paid in full following event.

For Office Use Only

Name on Rent Check _____ Check # _____ Amount \$ _____
 Name on Deposit Check _____ Check # _____ Amount \$ _____
 Date Payment/Contract Received _____ Staff ____ Date Deposit Returned _____ Staff ____

SET-UP & CLEAN-UP (if no selection is made, you will be responsible for your own set-up & clean-up)
Set-up and clean-up service is available at the rate of \$20 per hour (1 hour minimum). Invoice will be sent upon completion of clean-up. Invoice must be paid before deposit will be returned.

- Yes, I will** be purchasing the SET-UP service (tables and chairs will be set before renter arrives)
~ ~ ~ **Please attach a separate sheet with any specific set up instructions** ~ ~ ~
- No, I will not** be purchasing the SET-UP service (renter will set up own tables and chairs)

- Yes, I will** be purchasing the CLEAN-UP service
- No, I will not** be purchasing the CLEAN-UP service (see note below)

Renters NOT purchasing Clean-Up service are required to remove all garbage to back dumpsters, wipe tables, and stack chairs in stacks of **10**. Because of possible damage to furnishings, **building staff** will store tables and chairs and vacuum at no charge. If building is not left in acceptable condition, Clean Up Fee will be charged at full listed rate.

ITEMS AVAILABLE AT NO EXTRA CHARGE: (Please Check Items Needed)

- Sound System – Lapel and Handheld microphones
- Padded Chairs (500 available; specify # needed) ____
- 5 ft. Round Tables (39 available; specify # needed) ____
- 8 ft. Banquet Tables (49 available; specify # needed) ____
- Portable Stage with steps (4x8 sections, 10 sections available, 2 sets of steps)
- Podium (2 available)
- Projection Screen –screen only, renter must furnish own projector/computer equipment

On the day of your event please call Melanie at 712-249-4602 with questions about building access, facilities/setup, temperature, etc. If you need access prior to your event, please call Melanie to arrange a tour at a time the building is available. Walk-in tours are not available. In case of an emergency at your event please call 911 if appropriate and then notify Melanie ASAP at the number above.

BAR Service Available - YES NO**

**Bar service is only available with Whole Building or Large (West half) Room rentals due to location. Bar service is provided by a contracted, third-party vendor. At least 2 weeks, preferably more, before your event, you are responsible for contacting Coleen Babe at 712-249-8464 to discuss bar order and service terms. (Please Note- there is a \$250 minimum purchase required to have the bar open for your event and bar service will also end no later than midnight when event ends).

**** Dishes are available for rent at \$.25 / place setting. If you are interested in renting our dishes, someone will need to show you how to run the dishwasher.**

We plan to rent dishes - **YES NO** (Please see kitchen regulations for list of items available)

Please see pages 3 & 4 for full building and kitchen rental rules and regulations. All renters agree to follow these guidelines by renting!

The Cass County Agricultural Education Association is not responsible for lost, damaged or stolen personal property while same is located on the grounds. Nor shall the Association be held responsible for any personal injury caused by equipment or property belonging to the renter. Any damage to the facility (including CCAEA property such as tables and chairs) or excessive clean-up shall be billed to the renter at actual cost, plus 10%. We reserve the right to refuse service to anyone.

I have fully read, and understand the terms of this contract, and agree to abide by the terms stated.

Signature of Renter _____ ***Date*** _____

Please make checks payable to: Cass County Agricultural & Education Association

CASS COUNTY COMMUNITY CENTER RULES AND REGULATIONS

(Please keep for your reference- all renters are bound by these rental terms)

Rent and damage deposit must be paid at time of reservation, and both must be paid in full to confirm reservation. Reservations will be made on a first come first serve basis. If an individual or organization requests a rental date and no monies and contract have been received, no reservation will be made and the date will remain open for other renters. Renters will NOT be allowed to sub-lease the building.

Unless you purchase the weekend package, the building will only be rented for the day of your event. If you would like to set-up, decorate, etc. the day before your event, a fee of half the regular rental fee must be paid in advance (\$300 for whole building, regardless of day). Subject to availability. **NO EXCEPTIONS!**

Cancellations for Friday and Saturday events that are cancelled at least 6 months in advance will receive a full refund of the rental fee; cancellations between 3-6 months from rental date will receive non-transferrable credit for amount paid. Cancellations for Friday and Saturday events received less than 3 months in advance will not receive a refund. Cancellations for events held Sunday through Thursday that are cancelled at least 30 days in advance will receive a full refund. No refunds of rental fee for cancellations with less than 30 days notice. Cancellations must be requested by the original renting party and must be in writing. Damage deposit will be returned once cancellation has been confirmed, or after a thorough inspection has been done by building staff following your event.

If more than one break-out room is rented on the same day by different parties, then the restrooms and parking lots adjoining those rooms will be shared. The kitchen will be available on a first come first, serve basis to renters in the medium and large room. Kitchen use is not available to those renting only the small room. Renters utilizing only the medium room may be asked to park and enter through the south parking lot/entrance only with no access to front foyer and north (main) entrance of the building.

Individuals or organizations will **not** receive a key to the building. The building staff will open and lock the doors at a time specified by the renter. Any variation from the specified time must be reported to the building staff at least one hour prior to the change. A \$20 per hour charge will be assessed if opening and closing times are violated or if more than one opening and closing time is needed. In NO event shall the building be left unattended! Renters should contact building staff to confirm opening/closing times before rental date.

Alcohol may **not** be brought into the building at any time. Any violation of this rule will result in forfeiture of damage deposit. **No outside beverages that are sold by the bar may be brought in when the bar is open.**

Decorations may **not** be affixed to the walls, ceilings, or woodwork. No tape or adhesive of any kind allowed on painted walls. All balloons must be anchored. Only dripless candles are allowed. Tables or chairs may **not** be removed from the building. Building staff will control temperature and dividing walls. The Cass County Community Center strives to provide a comfortable event environment. However, it is not always possible to maintain a room temperature that is comfortable for everyone. Please dress appropriately and be prepared to adapt to a room temperature that may be too cold or too warm for any one individual's personal comfort.

In renting the Cass County Community Center to you, the Cass County Agricultural & Educational Association (CCA EA) has the right to control the management of it and the right to enforce all necessary and proper rules for its management and operation. The CCA EA and building staff may enter the premises, at any time and on any occasion. Smoking will **not** be permitted within the Community Center. You, as the renter, do not have the authority to change the designated smoking areas. Please utilize outdoor ashtray receptacles to dispose of cigarettes.

The Cass County Community Center, CCA EA or building staff will not be responsible for lost, stolen or damaged personal property. Nor shall the association be held responsible for any personal injury caused by equipment or property belonging to the renter.

The Cass County Agricultural & Educational Association reserves the right to refuse service to anyone.

Cass County Community Center Kitchen Regulations

Available Items (All items available for use free of charge except table settings)

- Approximately 480 table settings (**\$0.25 charge per place setting**)
 - 10” dinner plates (white)
 - 7” salad plates (white)
 - Cups & saucers (white)
 - 10 oz water glasses (clear glass)
 - Knives, forks, teaspoons
- Commercial dishwasher
- 2 – 30” stoves/ovens
- Commercial convection oven
- Microwave
- 2 commercial refrigerators
- Small chest freezer
- 3 electric roasters
- 2 – 100 cup coffee pots
- 2 – 36 cup coffee pots
- 7 dish tubs
- Salt & pepper shakers
- Thermos coffee servers
- Water pitchers

Not Available – please plan to bring these items if they will be needed

- Linens – dishtowels, dish cloths, hot pads, tablecloths, etc.
- Cooking/serving utensils
- Pots & pans
- Ice
- Cleaning supplies- wash rags, dish soap, etc.

Kitchen Rental/Caterer Requirements

- Wash and replace dishes, glasses, and silver in storage (please pre-soak silverware to ensure it gets clean)
- Dispose of garbage in dumpster
- Grease must be in container before placing in dumpster. Grease dumped into any drain will cause **forfeiture of deposit.**
- Kitchen must be left clean and in same condition it was found - INCLUDING stoves, appliances, sinks. If kitchen is not left in same condition, clean up fee may be charged at full hourly rate.
- **IF CATERER/RENTER DOES NOT DO DISHES, PAPER OR PLASTIC MUST BE USED INCLUDING PLASTIC SILVERWARE.** (Reason: Silverware gets tossed out with disposable plates.)