

RENTAL CONTRACT FOR CITY OF ANTHON SHELTER HOUSE

Please make checks payable to City of Anthon

Date of Rental _____ Event _____

Renter _____ Phone Number _____

Address _____

REGULATIONS:

1. Shelter House can be reserved up to one year in advance by contacting City Hall at 712/373-5218 between the hours of 7:30 – 12:15 and 1:00 - 4:00 Monday through Friday.
2. The rental fee and deposit must be paid in full at time of reservation. The rental fee and deposit must be on 2 separate checks.
3. The Shelter House key must be picked up at City Hall between the hours of 7:30 – 12:15 and 1:00 - 4:00 no earlier than the day before the rental date or the last business day prior to the rental.
4. Do not enter the Anthon Shelter House for any purpose, including early decorating or late clean up, outside of the hours of rental agreement, unless prior approval has been given.
5. No vehicles, including trailers, shall be driven on or over any grass or sidewalks around the Anthon Shelter House.
6. **Do not tape or attach anything to the walls of the Shelter House! (It leaves marks)**
7. No pets in the building.
8. Small plastic confetti not allowed, as it is very difficult to sweep up.
9. No helium balloons and no smoke or fog machines.
10. No Kegs are allowed.
11. No smoking on the premises.
12. Return the key to City Hall the first business day after the rental date. Failure to return the key will result in forfeiture of the deposit and additional costs of changing locks and replacing keys.
13. There are 8 round tables (60 in. diameter) with 8 chairs each. There are also 5 - 8 ft. rectangular folding tables.

CLEANUP RESPONSIBILITIES:

1. Wipe off tables and chairs and put in same order as previously found.
2. Sweep all floors and wipe up any spills.
3. Clean counters, microwave, stove, refrigerator and sink, if you have used the kitchen.
4. If you use the towels please leave them in the sink.
5. Take all inside and outside garbage to dumpster on north side of the building.
6. **In the summer leave thermostat set at 80 degrees and in the winter at 50 degrees.**
7. Shut off lights, ceiling fans and make sure all doors are locked.

WE APPRECIATE YOUR HELP IN KEEPING THIS BUILDING LOOKING GOOD FOR EVERYONE! ANY DAMAGE TO THIS FACILITY WILL CAUSE FORFEITURE OF YOUR DEPOSIT AND POSSIBLE ASSESSMENT OF DAMAGES.

Hold Harmless Agreement: We agree to protect, indemnify, save and keep harmless the City of Anthon, owner of the Shelter House, against and from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property, including injury to ourselves, and will protect, indemnify and save and keep harmless the above-mentioned parties from any and all claims, costs or expense arising out of our use of the premises and agree to comply with and perform all the requirements and provisions agreed to and required by this contract, at the premises of the Anthon Shelter House.

Rental Fee: \$85.00

Refundable Deposit: \$40.00 - must be a separate check.

Deposit returned in full if no damage to premises, excessive cleanup required or any items missing. Deposit will be forfeited if you do not return the key. Deposit also forfeited if you cancel less than 2 weeks prior to your event.

Dated: _____

Renter's signature: _____

Office Use Only:

Rental Fee Paid: _____ Cash or Check # _____ Date Paid: _____

Deposit Fee Paid: _____ Cash or Check # _____ Date Paid: _____

Deposit Fee Returned: YES or NO Reason: _____

Received by: _____

Word/shelter house/rental contract for shelter house.doc

*EMERGENCY PHONE #: MIKE: 712/870-0013 or CRAIG: 712-444-4458