

CONDITIONS FOR RENTAL OF THE ANTHON EVENTS CENTER

Please make checks payable to the Anthon Events Center

Date of Event_____ Event_____

Additional rental days for set up/clean up_____ Please list additional dates_____

Renter Name_____ Phone Number_____

Address_____ Estimated Number Of Guests Attending_____

ALL ALCOHOL SERVED AND SOLD AT YOUR EVENT MUST BE PROVIDED BY THE ANTHON EVENTS CENTER. IF YOU OR YOUR GUESTS BRING IN ALCOHOL FROM ANYWHERE ELSE, WE HAVE THE RIGHT TO SHUT DOWN YOUR EVENT WITH NO REFUND OF ANY AND ALL MONIES PAID

A cleaning/damage/late departure deposit of \$250.00 is due in the form of a check at the time of rental check in. Within 10 days of your event, the Anthon Events Center shall refund the renter the cleaning/damage deposit, less any amount retained by the Anthon Events Center for cleaning of or damage to the facilities attributable to the event.

2025 Events Center Weekend Rate, Friday-Sunday:

_____**ENTIRE EVENTS CENTER STANDARD PER DAY:** Ballroom/Bar/Kitchen/Kitchen Dining. \$900.00 per day. Retainer of \$450.00 due within 5 days of request to hold your date. No refund of the deposit. Balance must be paid at the time of picking up the keys (\$450.00 each additional day rented for set-up or clean-up.)

_____**BALLROOM PER DAY:** Ballroom area only with access to bathrooms. \$600.00 per day. Retainer of \$300.00 due within 5 days of request to hold your date. No refund of the deposit. Balance must be paid at the time of picking up the keys (\$300.00 each additional day rented for set-up or clean-up).

_____**KITCHEN/DINING AREA PER DAY:** Kitchen/ Dining Area only with access to bathrooms. \$300.00 per day. Retainer of \$150.00 due within 5 days of request to hold your date. No refund of the deposit. Balance must be paid at the time of picking up the keys (\$150 each additional day rented for set-up or clean-up).

2025 Events Center Weekday Rate, Sunday Noon-Thursday:

ENTIRE EVENTS CENTER STANDARD PER DAY PER DAY:

Ballroom/Bar/Kitchen/Kitchen Dining \$500.00 per day. Retainer of \$250.00 due within 5 days of request to hold your date. No refund of the deposit. Balance must be paid at the time of picking up the keys (\$250.00 each additional week day rented for set-up or clean-up.)

BALLROOM PER DAY PER DAY: Ballroom area only with access to bathrooms. \$350.00 per day. Retainer of \$175.00 due within 5 days of request to hold your date. No refund of the deposit. Balance must be paid at the time of picking up the keys (\$175.00 each additional week day rented for set-up or clean-up).

KITCHEN/DINING AREA PER DAY PER DAY: Kitchen/Dining Area only with access to bathrooms. \$200.00 per day. Retainer of \$100.00 due within 5 days of request to hold your date. No refund of the deposit. Balance must be paid at the time of picking up the keys (\$100.00 each additional week day rented for set-up or clean-up).

ADD-ON OPTIONAL FACILITY RESET AND CLEANING: \$300.00 forego all Anthon Events Center center table tear down, resetting of the facility and cleanup. Take all personal items with you when leaving and the Anthon Events Center will handle all above mentioned.

ANTHON EVENTS CENTER BOARD RESERVES THE RIGHT OF DISCRETION TO DISCOUNT THE ABOVE PRICING IN SPECIAL CIRCUMSTANCES

Check In/Out Rules:

1. *Check in any time after 9am on your scheduled event day.
2. *Remaining balance due at check in,
3. *Cleaning/damage/late departure deposit check due at time of check in.
4. *All belongings must be removed and clean-up completed by 2 am. Failure to do so will result in an additional full daily rental fee.
5. Contact Amy McFarland to return your key & turn in your check-out form (801-205-8442).

*Example: Event for February 9th. You may check in any time after 9:00 AM on February 9, 2025. If you clean-up and remove all belongings by 2:00 AM on February 10, 2025 you will be obligated for ONE day. Any clean-up or removal of belongings after 2:00 AM on the subsequent day will result in an additional full daily rental fee. I (WE) HAVE READ THE ABOVE EXAMPLE AND AGREE TO THE TERMS DESCRIBED:

INITIALS _____

Bar Information:

Do you want the bar open with hired bar staff? _____

What time would you like the bar open? _____

Do you have any special alcohol/drink requests?

Clean Up Rules:

1. Wipe off tables and chairs and replace them as shown in the attached diagram.
2. Sweep all floors and wipe up any spills.
3. If you use towels, please leave them in the kitchen sink.
4. Take all garbage to dumpster on west side of building.
5. Turn off the heat and air conditioning after your event.
6. Shut off all lights and make sure all doors are locked.
7. Fill out check-out form.

Hold Harmless Agreement: We agree to protect, indemnify, save and keep harmless the Anthon Events Center Board and the City of Anthon, owner of the Events Center, 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 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 Events Center.

Date: _____

Renter's Signature: _____

AEC Board Member Signature: _____

EMERGENCY PHONE NUMBERS:

(801)-205-8442 | (712)-870-0688

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Office Use Only:

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

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

Key Returned Date: _____

Received by _____