

# Rental Agreement / Corporate Events

2017



Company/Organization:

Prairie Winds Event Center  
 908 8<sup>th</sup> St SE  
 Orange City, IA 51041  
 Ph. 712-707-5900 Fax 712-707-6583  
[events@orangecityiowa.com](mailto:events@orangecityiowa.com) [PrairieWindsEventCenter.com](http://PrairieWindsEventCenter.com)

Event Information: Date of Event: \_\_\_\_/\_\_\_\_/ \_\_2017\_\_\_\_

Day : \_\_\_\_\_

Type of Event: \_\_\_\_\_ Event Time (Start/Finish) \_\_\_\_\_

Space Reserved-  Entire Facility \$845.00 Monday-Sunday  
  East or West Wing- \$295.00 Monday- Thursday  East or West Wing -\$395.00 Friday-Saturday

Will a meal be provided for this event? If so check which will apply below:

- Chinaware is needed \$3.97 per place setting- All set up will be completed at this price. This includes: chinaware, glassware, linens, napkins, tables/chairs, water pitchers for each table and all clean-up of these items.
- Disposable is needed- \$2.97 per place setting- these disposable items will be located on food/beverage service tables. This includes fabric table linens, disposable dinner plate, disposable dessert plates, paper napkins, disposable cups and silverware needed along with all clean up and set up of tables/ chairs.
- Caterer will provide disposable and clean up. Set up of table linens, tables and chairs still included in rental price.

Please Note: WE DO NOT ALLOW CATERERS TO BRING IN CHINAWARE/GLASSWARE

Estimated # of Guest= \_\_\_\_\_ Set up time and timeline of events:

- 
- 

Name of Caterer:

Sound System:  Yes  No  CD  DVD  iPod Microphones:  Yes  No Projector:  Yes  No

## Reservation Information:

Total Rental Fee \$ \_\_\_\_\_

Rental Deposit \$ \_\_\_\_\_ 50% of above rental fee  Paid Date \_\_\_\_/\_\_\_\_/\_\_\_\_  Check  Cash  Other

Balance Due \$ \_\_\_\_\_  Paid Date \_\_\_\_/\_\_\_\_/\_\_\_\_  Check  Cash  Other

Security Deposit **\$250.00** (due before the event)  Paid Date \_\_\_\_/\_\_\_\_/\_\_\_\_  Check  Cash  Other

Banquet Charge \$ \_\_\_\_\_  Paid Date \_\_\_\_/\_\_\_\_/\_\_\_\_  Check  Cash  Other

Additional rental of lights \$50.00 charge  Yes or  No

This agreement pertains to the rental of **Prairie Winds Event Center (PWEC)**. *An event is not reserved until a deposit is paid in full. Payment of deposit acknowledges you have read and understand the contract. As clients may not sign contract till final meeting 30 days before the event.*

Additionally at which point the event holder is available to sign --Please initial to confirm event holder has read the following terms and conditions and agrees to be bound by each of them. If a deposit is made all terms have been already agreed upon. Please initial for further understanding.

1. **CANCELLATION POLICY or DATE OF EVENT CHANGES**

**A non-refundable deposit in an amount equal to 50% of the rental fee must be paid at the time of reserving PWEC. This amount will not return to you if the date of the event is cancelled or changed to a different date.**

**[ ] I understand my deposit is forfeited and will not be returned to me if I am to cancel nor will it be transferred to another date open at PWEC.**

Initial \_\_\_\_\_

1. The **renter** understands and agrees that the total rental as set out herein, is an estimate of the cost of rental of PWEC and that there may be additional charges to be paid by **renter** to PWEC for items set out on page 10 of PWEC's policies and procedures.

Initial \_\_\_\_\_

2. In addition to the rental fee, **renter** shall pay a security deposit of \$250.00 at least 10 days prior to the scheduled event. If PWEC's equipment and facilities are damaged during the event, or PWEC is required to clean up the premises after the event, PWEC will notify the **renter** of the cost of repairing the damage/clean up of the premises which will be taken out of the security deposit. If the cost of repairing the damage/clean up of the premises exceeds \$250.00, the **renter** will pay the same within 10 days of receipt of an invoice from PWEC showing the balance due. The unused portion of the security deposit will be returned to the **renter** within 30 days of the date of the event. The remaining balance of the rental fees and banquet fees will be due **the day of the event or any time before the date of the event.**

Initial \_\_\_\_\_

3. Excessive noise or loud and raucous activities will not be permitted or tolerated. Should PWEC, in its sole and absolute discretion, decide a violation of the provision, any ordinance, or law has taken place or has not been corrected after a warning; PWEC has the right to have the violator expelled from the facility. Individual parties or groups found in violation may be permanently banned from further use if the facility if necessary.

Initial \_\_\_\_\_

4. The individual or group signing this agreement must be 18 years of age or older and shall accept responsibility for the conduct and activity of all those attending any event or activity covered by this agreement. The individual signing this agreement **MUST** be in the facility for supervision of the scheduled event at all times.

Initial \_\_\_\_\_

6. It is understood and agreed by and between the parties that the estimated rental fee set out herein and above shall be good for a period of 12 months from the date of execution of this agreement subject only to price changes established by the City of Orange City Council in January of each year.

Initial \_\_\_\_\_

5. It is agreed that the individual or entity holding an event or activity in this facility shall utilize the city designated caterers and licensed bar holder in the event such services are to be utilized. Catering licenses may be obtained from the City of Orange City if other catering services are desired. No food service or liquor service other than that designated by the City of Orange City may be utilized.

*Any outside alcohol brought into or on the premises of Prairie Winds Event Center will result in a \$500.00 fine to the individual or entity on whose behalf this agreement is signed.*

Initial \_\_\_\_\_

6. BAR and EVENT TIME FRAME: It is agreed that the entity holding the event or activity understands that all bar services carried out by Prairie Winds Event Centers Bar Service will come to a close no later than 11:30 p.m.

- Last call for all events serving alcohol will be made at 11:15 p.m.
- Bar will close at 11:30 p.m.
- This allows the renter the time frame from 11:30 p.m. to 12:00 a.m. to clean and take out all belongings/decorations that were brought into PWEC

Bar services can be stopped any time prior to last call if policies are not followed.

Events without a bar will follow the same closing time frame allowing for cleanup from 11:30 p.m. to 12:00 a.m. as well.

**\$500.00 FEE will apply if ALL event guest/event holders are not out by 12:15 a.m. the next day of the event**

Initial \_\_\_\_\_

7. The parties acknowledge and agree that the terms and conditions of PWEC's policies and procedures, a copy of which the **renter** acknowledges receipt of contemporaneously with the execution of this agreement, are incorporated into this rental agreement as though set out in full.

Initial \_\_\_\_\_

8. All rules, ordinances, policies, and building codes must be adhered to at all times.

*Please review this contract carefully. Sign and include a deposit. By signing this agreement, the renter does contract with the City of Orange City for the use of Prairie Winds Event Center's facilities on said date and also agrees to all term and conditions.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: Chantell Hanke

Signature: \_\_\_\_\_ Date: \_\_\_\_\_