

Rental Agreement / Corporate Events

2018



Company/Organization:

Prairie Winds Event Center

908 8th St SE
Orange City, IA 51041

Phone: 712-707-5900 Fax 712-707-6583

Email: events@orangecityiowa.com
www.PrairieWindsEventCenter.com

Event Information:

Date of Event:

Day:

Type of Event:

Event Time (Start/Finish):

Space Reserved:

Entire Facility - \$545.00 Monday-Thursday
 Entire Facility - \$845.00 Friday-Sunday

East or West Wing - \$295.00 Monday-Thursday
 East or West Wing - \$395.00 Friday-Sunday

**Holiday Rates (including Sundays) = Additional \$200 increase to the space reserved fee (Check with Event Manager for dates that apply)*

Meal/Banquet Information:

Chinaware is needed- **\$4.97 per place setting**- All set up will be completed at this price. This includes: chinaware, glassware, linen tablecloths and napkins, tables/chairs, water pitchers for each table and all clean-up/washing 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

**Coffee, lemonade, and/or other non-alcoholic beverages may be brought by event holder in at no cost.*

Estimated # of Guest=

Set up time and timeline of events:

-
-
-
-
-

Name of Caterer:

Sound System: Yes No Microphones: Yes No Projector: Yes No Podium: Yes No

Guest Payment Summary:

Total Rental Fee \$ _____

Rental Deposit \$ _____ [] Paid Date ___/___/___ [] Check [] Cash [] Other
50% of above rental fee

Balance Due \$ _____ [] Paid Date ___/___/___ [] Check [] Cash [] Other

Security Deposit **\$250.00** (due 10 days prior to event) [] Paid Date ___/___/___ [] Check [] Cash [] Other

Banquet Charge \$ _____ [] Paid Date ___/___/___ [] Check [] Cash [] Other

Additional rental of string lights \$40.00 charge— [] Yes or [] No

Prairie Winds Event Center---Holiday Rates will be a \$200 increase to facility rates

Holiday Dates and Sundays that apply:

- New Year's Day
- Easter Sunday
- Memorial Day weekend- Saturday-Monday
- July 4th
- Labor Day Weekend Saturday-Monday
- Thanksgiving weekend Friday-Sunday
- December 26th-Day after Christmas
- New Year's Eve

Holidays unavailable to rent:

Thursday November 22nd, 2018- Thanksgiving Day

Monday December 24th, 2018- Christmas Eve

Tuesday December 25th, 2018 -Christmas Day

EVERY Sunday is considered a holiday and will apply to the \$200 increase

All ceremony fees and banquet charge pricing remains the same

Please initial your understanding and agreement to paying holiday rates at PWEC _____

Terms & Conditions 2018:

This agreement pertains to the rental of *Prairie Winds Event Center (PWEC)*. **An event is not reserved until a rental deposit is paid in full. Payment of deposit acknowledges you have read and understood the contract.**

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. *By initialing this policy, 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 _____

2. 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 _____

3. 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, facilities, and/or property are damaged or defaced during 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 _____

4. Excessive noise and/or disorderly conduct 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 _____

5. 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 _____

7. 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 _____

8. **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*

A \$500.00 FEE will apply if ALL event guest/event holders are not out by 12:30 A.M. the following day of the event

**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.*

Initial _____

9. 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 _____

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

Initial _____

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. Please sign below, and include rental deposit to confirm event reservation.

Print Name: _____

Signature: _____ Date: _____

Manager: Wesley Ruden

Signature: _____ Date: _____