



Parks and Recreation Department

1900 N.W. 114th St. ♦ Clive, IA 50325
Phone: 223-5246 ♦ Fax: 457-3092

Date reservation made: _____

Reservations are accepted no sooner than the first business day of the month, 4 months in advance (including month of desired reservation) and no later than 5 business days prior to rental. See below for Cancellation Refund/Reservation Change Policy*.

SPECIAL EVENTS BUILDING @ CLIVE AQUATIC CENTER
1801 N.W. 114th Street

Date of reservation (_____) Start _____ End _____
Day of week Month/Day/Year

Total fees _____ (See back)
(Fee) (Deposit - separate check only)

Name _____

Address _____ City _____

State _____ Zip _____ E-mail address _____

Phone #s: Home _____ Work _____ Cell _____

Name of group/event _____ Number of people expected _____

Will beer be served? [] YES / [] NO (SINGLE-SERVE BEER & WINE COOLERS ONLY - NO KEGS!)

Payment Policy - A check or credit card can be accepted for the fee payment. A SEPARATE CHECK IS REQUIRED FOR THE DEPOSIT. Checks are to be made payable to City of Clive. Reservation is confirmed when completed form, payment and deposit are received. A driver's license must be presented for rental reservation. There is no charge for the following Clive City Organizations (Jaycees, Lions Club and Historical Society). The reservation fee is kept and all or part of the deposit will be returned to the responsible party at the discretion of the City depending on the condition of the rental facilities and surrounding area when vacated. The undersigned will be held responsible for the damage caused to any facilities and will be charged at the rate of 1.5 times the employee's hourly rate for time required to repair, clean up, etc. Minimum charge of \$50 per hour.

*Cancellation Refund/Reservation Change Policy - Cancellations or revisions to reservations by the renter must be made a minimum of 10 business days in advance of the date of the reservation. A refund will be issued minus a \$50 fee if cancelling 10 or more business days prior to the reservation - if cancelling within the 10 business days, no refund will be given. Deposits will be returned on cancelled reservations.

Alcohol Policy - It is unlawful to dispense or consume all alcoholic liquor, except beer and wine coolers, within or around any rental facilities under the authority of the Clive Parks and Recreation Department. NO KEG BEER IS ALLOWED PER CITY OF CLIVE ORDINANCE. All such items will be confiscated. A REFUND WILL NOT BE ISSUED.

Noise Policy - Amplified and/or loud music will NOT be allowed. Complaints of amplified or loud music will result in the renter's immediate removal from the facility. A REFUND WILL NOT BE ISSUED.

Rental Time - The renter is responsible for their event schedule. The start and end time for the Special Events Building rental are the stated hours of arrival on the premises and departure from the premises. Additional set-up time may be arranged with the Parks and Recreation Department for a fee of \$45 per hour (see Cancellation Refund/Reservation Change Policy above). All clean-up must be completed by the ending time stated on the rental agreement. The police will be contacted for any rental event that is still on the premises after the rental period has ended.

If the facility is being used for a fund-raising project, all tickets must be advanced sales. No public parties or group activities charging or collecting admission on the premises will be allowed. Beer may not be a reason for promoting advanced sales.

SPECIAL EVENTS BUILDING @ CLIVE AQUATIC CENTER

1801 N.W. 114th Street

Rental Time	Cost	Deposit (Check Only)
10:00 a.m. – 4:00 p.m. OR 5:00 – 11:00 p.m.	\$270	\$300.00
10:00 a.m. – 11:00 p.m.	\$540	\$400.00
Additional hour (must be approved by staff) <i>See Cancellation Refund/Reservation Change Policy on Page 1</i>	\$45 per hour	NA

Keys need to be picked up at Clive Parks and Recreation office, 1900 N.W. 114th St. between 8 a.m. and 4 p.m. the day of/or day prior to the event. For weekend rentals, keys must be picked up the Friday prior to the event.

- ❖ The Special Events Building will accommodate 100 people when tables and chairs are used. When tables and chairs are stored, occupancy limits will allow for standing capacity of 205 people.
- ❖ The facility includes restrooms, drinking fountain, cupboards, sink, stove, microwave and refrigerator.
- ❖ During the months of June, July and August, the renter acknowledges that the Aquatic Center is open for business and will not be closed to accommodate the Special Events Building rental.

In consideration of the City of Clive entering into this rental contract for the use of the facility, the renter agrees to meet the following requirements:

- ❖ All tables, chairs, counters and floors must be cleaned and all tables and chairs returned to storage room.
- ❖ All trash must be taken from the facility and placed in dumpster.
- ❖ The room will be vacuumed after use. A vacuum is located in the storage room.
- ❖ No pins, tape or other adhesive will be applied to walls, doors or ceiling – table decorations only.
- ❖ No open flame (e.g., candles, sterno food warmers, etc.) – roasters and crock pots only.

The renter shall be responsible for any and all damage to the facility occurring during the term of the rental.

That renter shall indemnify and hold harmless the City of Clive, it's officers, agents and employees, from and against any and all loss, liability or damage arising out of renter's use of the facility, including all costs, expenses and attorney fees incurred in defending any claims arising out of the use thereof, except to the extent that the injuries or damages resulting in such losses or liabilities arise by reason of the negligence of the City of Clive, their successors or assignees.

That renter takes the facility as renter finds it and voluntarily assumes all risk of loss, damage, or injury, including death, which may be sustained by renter or any property of any of the undersigned while in, on or upon said facility. Renter shall fully comply with all applicable state laws, city ordinances and rules applicable to the use of the facility.

Renter will receive instructions for the alarm system when keys are picked up. It is understood that if the alarms are set off and the Police Department would have to respond, \$25 for each occurrence may be deducted from the renter's deposit. Deposits could then take up to 30 days to be returned.

The City of Clive prohibits smoking in this facility and on City property (in compliance with the Iowa Smokefree Air Act). The City of Clive reserves the right to refuse the rental of the facilities.

THIS RESERVATION IS NOT CONFIRMED UNTIL COMPLETED FORM, PAYMENT & DEPOSIT ARE RECEIVED.

Renter's Signature _____ Date _____

Payment: Cash Check # _____ Credit Card: Visa MasterCard Discover

Name on card _____ Total fees _____

Card number _____ Expiration date _____

Cardholder signature _____ Date _____

For Office Use Only: Date received / By _____ Deposit check # _____ Date deposit returned / By _____

Inspection form given to Parks staff on / By _____ Key # _____ Date given / By _____ Key returned on _____ Rec'd. by _____