**DANVILLE STATION ACTIVITY ROOM RENTAL AGREEMENT**

**102 North Main Street**

**Danville, IA 52623**

**Mailing Address: P.O. Box 304, Danville, IA 52623**

**Date of Reservation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time \_\_\_\_\_\_\_\_\_\_\_\_\_ End Time \_\_\_\_\_\_\_\_\_\_\_**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of People Expected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will wine/beer be served? Yes/No (SINGLE SERVE BEER, WINE AND CHAMPAGNE ONLY – NO KEGS)**

**CAPACITY -** Seats 100

**RENTAL FEE**

NO ALCOHOL

8:00 a.m. – 2:00 p.m. $80.00 Deposit $80.00

Noon – 6:00 p.m. $80.00 Deposit $80.00

4:00 p.m. – 12:00 a.m. $80.00 Deposit $80.00

Full Day $150.00 Deposit $150.00

Hourly $25.00 No Deposit

ALCOHOL

8:00 a.m. – 2:00 p.m. $150.00 Deposit $150.00

Noon – 6:00 p.m. $150.00 Deposit $150.00

4:00 p.m. – 12:00 a.m. $150.00 Deposit $150.00

Full Day $300.00 Deposit $200.00

Hourly $50.00 Deposit $100.00

Non-profit - $25.00 per hour

Friends of Museum ($25.00) or Library ($25.00) – Half price (Same Deposit)

**PAYMENT POLICY** – A check for the rental and a check for the deposit will be required for each rental. Checks are to be made payable to Danville Station. Reservation is confirmed when completed form, payment and deposit are received. The reservation fee is kept and all or part of the deposit will be returned to the responsible party at the discretion of Danville Station depending on the condition of the rental facility 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.

**CANCELLATION POLICY –** A cancellation of the reservation by the Renter must be made a minimum of 10 business days in advance of the date of the reservation in order to receive refund of rental payment and deposit. Any reservation cancelled after the 10 business days will cause forfeiture of the rental payment.

**KEY PICK UP** – Renter agrees to pick up the key at the Danville Library during regular operating hours Monday – Friday 2:00 p.m. – 5:00 p.m. or Saturday 10:00 a.m. – Noon. When leaving, put the key and the completed Activity Room checklist in the outside blue Library book drop box on the south side of the building.

**ALCOHOL POLICY** – Renter agrees to declare their intent to serve alcohol at their event when booking the room, incurring an additional deposit. Renter agrees that beer, wine, and champagne are the only alcoholic beverages that may be served. No alcoholic beverages may be sold under any circumstances. No kegs and no hard liquor are allowed. The undersigned further agrees that no alcoholic beverages of any sort will be served to any minor or intoxicated person, and Renter accepts all responsibility for assuring compliance. The undersigned agrees to be fully responsible for all accidents or claims that may arise as a result of any accident, injury, or damage to persons or property during the time that the undersigned has the Activity Room rented.

**SMOKE-FREE ENVIRONMENT** – No smoking shall be permitted inside the building or anywhere on Danville Station property.

**DECORATIONS** – Decorations are allowed in the Activity Room only, not in the hallway. Renter agrees not to use duct tape or scotch tape. No push pins or thumbtacks are to be used on the walls. Use only 3-M poster tape. All tape must be removed when decorations are taken down. No decorations are to be attached to the ceiling. No candles or other open flames. No birdseed, confetti or glitter is to be used inside the building. Round white tablecloths are available to rent for $10.00 each.

**CLEANING** – It is the responsibility of the Renter to restore the rental area to the condition existing prior to the Renter’s occupancy. A cleanup checklist is provided.

**WAIVER OF LIABILITY** – Renter shall indemnify, save and hold harmless Danville Station, and all their officers, agents, and employees, from and against any and all claims, liability, expense, demands, actions or causes of action of whatever nature or character including attorney fees and expenses of litigation, for loss, damage or injury to any person or property of participants, guests, invitees, trespassers or any other persons arising out of or in any way connected with the occupancy or use of Activity Room by the undersigned renter.

**DEPOSIT FORFEITED FOR DAMAGES OR FAILURE TO CLEAN** – If, in the sole judgment of Danville Station, there is damage to the Activity Room, Danville Station may withhold any or all of the deposit paid by the Renter. This remedy shall be in addition to all other remedies including but not limited to legal action to recover damages. Renter shall be responsible for any and all attorney’s fees and expenses incurred by Danville Station in recovering any amounts due either under this agreement or at law.

**TERMINATION** – Danville Station reserves the right to terminate this contract at any time without notice.

**RENTER’S SIGNATURE** – Your signature affixed hereto attests that you have received and read the above contract and agree to comply with all the conditions and requirements noted therein.

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**Renter** (Print) **Date**

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**Signature**