

The Lodge Rental Agreement

299 N 7th St. Steamboat Rock, IA 50672



Renter Information

Name(s): _____

Address: _____

Phone: _____ Email: _____

Event Information

Event: _____

Date(s) of Event: _____ Time of Event: _____ - _____
Start End

Fees:

Rental Fee: \$200 (Full Day)

Bundle Fee: \$300 (Full Day + 4 hr. set up the day before if The Lodge is not rented for the day)

Cleaning Fee: \$50

Security Deposit Fee: \$250

Payment is due in full upon signing rental agreement. Please make checks payable to Hardin County Conservation. Security deposit check will be shredded if the venue is found in satisfactory condition and equipment/furnishings are not lost or damaged. Please provide a separate check for the security deposit.

Agreement:

1. The Renter shall have access to and use of the venue from:

7:00 AM on _____ till 12:00 AM on _____
Date event begins Date event ends

2. The Renter shall pay to Hardin County Conservation a non-refundable sum of \$ _____ (rental fee + \$50.00 cleaning fee) upon signing the rental agreement. The Renter will also provide a separate check totaling \$250 as a security deposit. The Security Deposit will be returned to the Renter, if the venue is vacated in good, clean condition (see cleaning checklist) and equipment/furnishings are not lost or damaged. All or part of the security deposit may be retained against cleanup costs, damage, or loss incurred. If the deposit amount does not cover such costs, the renter is held responsible for additional payment.

3. The Renter agrees to uphold policies of the venue as outlined in the attached Rules and Conditions page and ensure that vendors and members of the event party will abide by these policies.

Signature: _____ **Date:** _____

Security Deposit Check # _____
Rental + Cleaning Fee Check # _____

Hardin County Conservation

E: conservationhq@hardincountyia.gov

P: 641-648-4361

F: 641-648-873

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Rules and Conditions

Alcoholic Beverages: No keg beer is allowed at the venue. The Renter is responsible to ensure that all persons consuming alcohol at the event are of legal age.

Cancellation & Refund Policy: If you decide to cancel your reservation, you must call the Hardin County Conservation Board office at 641-648-4361. A notice of cancellation must be made 30 days prior to the reservation date for a full refund.

A full refund will be granted at any time if the following occurs:

1. The National Weather Service has issued severe weather and/or travel conditions, at the discretion of Hardin County Conservation Director.
2. We are unable to provide your facility (or like facility) in operable condition for the date of your event.
3. Accident, serious injury or death of an immediate family member; at discretion of Hardin County Conservation Director.

Clean-up: Renter shall be responsible for returning the venue site to the condition in which it was provided to them. A cleaning checklist will be provided to the Renter at the time of signing the rental agreement and posted on the refrigerator at the venue. All property and/or equipment belonging to Renter, guests, and vendors shall be removed by the end of the rental period. Hardin County Conservation is not responsible for any property left behind by Renter, guests, or vendors. The Renter is responsible for any and all damages to The Lodge and surround site. All or part of the security deposit may be retained against cleanup costs, damage, or loss incurred. If the deposit amount does not cover such costs, the renter is held responsible for additional payment.

Decorations: Temporary, free-standing signs are allowed – not to be attached to furniture, signposts, or other facilities. Decorations are allowed if they are free standing or not affixed in a manner that would damage the facility. No fog or bubble machines, rice, bird seed, confetti, or candles are allowed. It is the renter's responsibility to remove all decorations from the venue at the end of the rental period.

Arrival/Departure: The facility will become available to Renter at 7:00 am on the day of their reservation. All guests must be off the Lodge premises no later than 12 am the day of the event, apart from the clean-up crew. All clean up should be completed no later than 2 am.

Included Amenities: The following amenities are provided at no additional fee; use of kitchen and all appliances, tables, and chairs. If you use kitchen appliances, please make sure all appliances are clean and turned off at the end of your rental period. (See cleaning checklist for specifics) Hardin County is not liable for any accidents or injuries sustained during use of amenities.

Music and Entertainment: Music (DJ or live music) must stop no later than 12am.

Pets: Pets are prohibited in the venue. Pets are allowed outdoors but must remain on a leash at all times.

Reservation of Rights: Hardin County Conservation reserves the right to cancel agreements for any reason.

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Smoking: Smoking is prohibited in the building. The outdoor basement patio is designated for smoking. Please dispose of cigarette butts in container provided.

Trash: Hardin County Conservation provides dumpsters near the west entrance. All trash must be placed in the dumpster provided. Renter will need to remove any trash more than the capacity of these containers.

Vendors: Renters and/or vendors are responsible for the set-up, break-down, and clean-up of the site. Hardin County Conservation is not responsible for any property left behind by vendors. All vendors must adhere to the terms of our guidelines, and it is the Renter’s responsibility to share these guidelines with them.

Policy and Guidelines Agreement

I have read and understand the policies concerning events held at the Lodge. I agree to uphold them and ensure that contractors and members of the event party will abide by the policies. I understand it is my responsibility to inform the coordinator, florist, photographers, etc. that they must also conform to this set of guidelines.

Signature: _____ **Date:** _____

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Cleaning Checklist

To be eligible to receive your full security deposit before leaving the venue all the following must be completed. Any discrepancies should be noted. Cleaning supplies are located under the kitchen sink.

- Kitchen sink, counter, and appliances are clean and in working order.
- Dishes, glassware, silverware, and cookware are clean and returned to their respective locations.
- Floors swept clean.
- Tables and chairs are taken down and returned to the all-seasons room located on the main level (east side).
- No damage to appliances, furniture, or venue.
- All garbage cans have been emptied and replaced with new trash bags (provided in cleaning cabinet). All trash needs to be discarded into the dumpster provided outside.
- All property and equipment belonging to renter, guests, and/or vendors have been removed from the premises.
- Cigarette butts are picked up and discarded in the provided container located on the basement outdoor patio.
- Cleaning supplies have been returned to cupboard located under the kitchen sink.
- Kitchen appliances (stove top/oven) are turned off.**
- All lights turned off.**
- All doors are locked.**

Noted discrepancies or other comments: _____

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