

MULTIPURPOSE ROOM RENTAL CONTRACT

Hurstville Interpretive Center - Jackson County Conservation
18670 63rd Street Maquoketa, IA 52060 * (563) 652-3783

DATE OF EVENT: _____ START TIME: _____ END TIME: _____

Note: All set up and clean up time must be included in hours of reservation.

Event: _____ Number of People: _____

Name _____ Date _____

Address _____

Primary Phone _____ Secondary Phone _____

Organization _____

Please make out two (2) checks:

Rental fee \$100 _____

Deposit fee \$100 _____

Make checks payable to: Jackson County Conservation

There is a \$30 charge for checks returned for insufficient funds

By renting the multipurpose room, the user agrees to the following:

1. To confirm a reservation, payment and damage deposit fees must be received within 7 days of making the reservation.
2. For reservations after regular center hours: the Conservation staff will only be available for ½ hour following the stated time of arrival. If you are later than this ½ hour, the building will be locked, and your fee will not be refunded.
3. Cancellations made more than 14 days in advance will result in a full refund of the rental fee and deposit. For cancellations made 14 days or less, the rental fee will not be refunded (the deposit will be returned).
4. Obey the rules and regulations of the Hurstville Interpretive Center/Jackson County Conservation.
5. Failure to clean up the facility or failure to comply with any posted park rule will also result in a forfeiture of all or part of the deposit.
6. Understand that damage to the property will be deducted from the user's damage deposit. *If the damage exceeds \$100 the user will be held responsible for the full payment.*
7. To arrive and leave within the stated times. Please adhere to your scheduled start and end times.
8. Alcohol is allowed ONLY with a special use permit (must be submitted one month in advance).
9. All vehicles are restricted to the parking lot areas. No parking on grass is allowed.
10. Clean up (use the cleanup check list posted in the kitchen or online) the room at the end of the event.
11. No smoking in the Hurstville Interpretive Center or surrounding grounds.
12. NO staples, nails, tacks, glue, or other fasteners may be used on the walls or furniture. ONLY painters' tape is allowed for attaching decorations or table covers.

Signature of Renter _____ Date _____

OFFICE USE JCCB Staff signature _____ Date _____

RENTAL FEE _____ Check No. _____

DEPOSIT FEE _____ Check No. _____