



We Serve

johnstonlionsclub.com

JOHNSTON LIONS CLUB

PO Box 52
Johnston, IA 50131
515-421-3127

RENTAL AGREEMENT

This agreement made on this _____ day of _____, 20_____, between Johnston Lions Club (hereinafter referred to as Lions), and the following Tenant, to wit:

Name of Tenant’s Event: _____

Name of Authorized Representative as contact person for Tenant: _____

Address: _____ City, State: _____ Zip: _____

Phone: Home _____ Work _____ Cell phone _____

E-mail address: _____

Conditions of the rental agreement are as follows:

1. Tenant agrees to rent the Lions Club building, located at 64th Place and Merle Hay Road, Johnston, Iowa for the following occasion/purpose:

- _____ Wedding or Wedding Reception
- _____ Business, School, Organization or Church Meeting (Does not include Business/Organization Parties or other events)
- _____ Party (e.g. Birthday, Graduation, Business Holiday Party) May and June: 8:00 AM till 2:00 PM or 4:00 PM till 10:00 PM
- _____ Other _____ (e.g. Craft Shows, Fundraisers, Vendor Fairs, etc.)

Date(s) of Rental: _____ Time (including your set-up and clean-up time): _____

2. Tenant agrees to pay the following Rental Fee and Damage Deposit to the Lions, at the times specified below, to rent the designated facilities for the above date(s) and times.

- \$ _____ Rental Fee
- \$ _____ Damage Deposit, refundable consistent with the Damage Deposit Policy below
- \$ _____ Total Charge including Damage Deposit

A minimum of half the Rental Fee is due with signed contract to secure date (See Cancellation Policy below)

- \$ _____ First Rental Payment
- \$ _____ Final Rental Payment and Damage Deposit **must be received by the Lions at least four weeks prior to the event.** If payment in full is not received by this due date, Rental Agreement is subject to cancellation by Lions and the Tenant’s partial payment will not be refunded.

3. Wine, beer, and/or champagne may be served on the premises, with the conditions set forth below. **NO HARD LIQUOR OR CONTROLLED SUBSTANCES ARE ALLOWED ON THE LIONS CLUB PREMISES.**

Yes _____ No _____ Wine, beer, and/or champagne will be served at the event on the date(s) listed above.

If “Yes”, a Police Officer in uniform must be employed, at the Tenant’s expense, for the duration of time alcohol will be dispensed and/or consumed. The Lions Rental Coordinator will provide directions on making these arrangements. By signing this agreement, Tenant agrees to have a uniformed police officer on duty during the hours alcoholic beverages are dispensed and/or consumed at this event, and abide by all terms of the Alcohol Acknowledgement. Further, it is hereby agreed the Lions Club is held harmless from any and all liabilities that may occur because of the consumption of

any alcoholic beverages provided at this event. If alcohol is served and a Police Officer is not employed, the Tenant's entire Damage Deposit will be forfeited.

4. Under-age parties, such as when a parent rents the building for a group of students to have a Halloween party, where the ratio of adults 25 and over to youth is less than 1:5, are required to have a Police Officer in uniform employed, at the Tenant's expense, for the duration of the event, and abide by all terms of the Under Age Party Agreement.
5. Damage Deposit Policy: The Damage Deposit may be used by the Lions for repair of any damages, including carpet stains, sustained during the Tenant's rental period, or to return the building and premises to the pre-rental condition (see sections 6 through 9 below). Tenant agrees to be responsible to pay the Lions for any damages in which the cost of repair is more than the deposit. The amount withheld shall be solely determined by the Lions based upon the reasonable cost of repair or time rendered by the Lions or by independent repair and service providers. Otherwise, the Damage Deposit will be refunded in full after an inspection of Lions property has been made by a member of the Building Committee or other designated Lions member or agent, and it is determined that no extraordinary costs have been incurred and all rental payments have been made.
6. No nails, pins, tacks or tape (of any kind) or other adhesives, fasteners or fixtures can be placed on or driven into the building walls, ceilings, floors, counters, cabinets, tables, or any other surfaces. Tenants agree to use **only** the "S" hooks provided to hang decorations.
7. No confetti or glitter of any shape or size is allowed in the Lions building or onto Lions premises for any occasion. Renters who bring confetti or glitter to Lions property may forfeit up to their entire Damage Deposit.
8. No decorations or other items should be tied to the ceiling fans. Lions' pictures, plaques and banners should not be removed from the walls.
9. **Failure to adequately clean, as described below, will result in a deduction from the renter's Damage Deposit, in an amount solely at the discretion of the Lions.** Table and counter cleaning, trash emptying (including bathroom trash), carpet vacuuming, mopping linoleum floors, and grounds clean-up of trash, etc., must be done to return the building and premises to the condition received prior to the rental. Trash must be placed within the dumpster outside. Furnishings must be returned to their pre-rental locations, according to the table floor plan found in the storage closet, with the appropriate grey chairs out around tables and all the brown chairs stored away. All renter belongings must be removed from premises. Tenant agrees Lions is not responsible for any renter belongings left at Lions premises.
10. Smoking is not permitted inside any room or part of the building. Smokers outside are to use the designated cigarette butt receptacles.
11. All events must terminate and the premises must be cleaned and vacated by the end of the rental time, indicated above, or 12:00 midnight of the last day of rental, whichever is earlier. This includes removal of all renter property and food.
12. The building key must be returned, in the designated kitchen drawer, at the end of the rental period.
13. The undersigned is renting the building on behalf of the above named organization, family, or individuals and understands that they, its members and the undersigned shall be responsible for conducting themselves in an orderly manner at all times while on the premises and all shall be financially responsible for damages that may occur during the rental period.
14. Cancellation Policy: Tenant understands the Lions Club building is often reserved for several months in advance and that cancellations are costly to the Lions. Half of the full Rental Fee shall not be refunded to the Tenant unless the date and time are subsequently rented to others, or upon application made by the Tenant to the Lions Board of Directors, if it is determined there was a natural disaster, inclement weather or other severe emergency that would warrant refund of the fee. Any refund will be at the sole discretion of the Lions.
15. The Lions Club reserves the right to change any of the Conditions/Rules outlined above with 21 days written notice to the Tenant's address prior to the rental date. Further, the Lions reserve the right to terminate any Rental Agreement/event immediately with evidence of any destruction of Lions' property or neighboring property, violation of other terms of this agreement, or for the disturbance of the peace in the area.

 Tenant Authorized Representative

 Date

 Building Rental Coordinator