

**City of Kingsley Community Building Rental Agreement**

The City of Kingsley, hereinafter known as the party of first part, does hereby agree to rent the Kingsley Community Building      Event Room      Meeting Room      Bar

to \_\_\_\_\_ for use on \_\_\_\_\_

provided the party of the second part agrees and adheres to the following provisions.

1. The arrangements to rent any section of the Community Building are made with the City Clerk.
2. Decorations can only be hung from ceiling hangers, no tape, string or wire. Any glass décor should be removed before the dance commences.
3. For parties renting the Event Room, there will be a damage and cleaning deposit in the amount of \$100.00.
4. The rental for the meeting room and kitchen shall be \$75.00 per rental day.
5. All deposits and rentals are to be paid at the time the party picks up the key and signs this agreement.
6. The kitchen is to be left clean and trash deposited in the dumpster west of the building. Dishes and coffeepots are to be washed. Custodian will complete all other tasks (including putting away tables and chairs), if they are hired to do so.
7. No beer or alcoholic beverages may be brought into the building. Arrangements for the bar are to be made with Randy Plendl (712) 251-1749. **The Kingsley Volunteers Inc., who operate the bar, reserve the right to shut down the bar at any time for any reason.**
8. Any damage attributable to the use by the party of the second part above and beyond normal wear shall be paid for by the party of the second part to the full extent of the damage. If no damage occurs and the building is properly cleaned, the deposit shall be refunded. The City is not responsible for any damages or theft to possessions of the party of the second part.

We, the party of the second part, do hereby sign with full knowledge and agree to the above provisions  
This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Any violation of the above provisions shall warrant the closing of the Kingsley Community Building on said date.

\_\_\_\_\_  
Party of the Second Part

\_\_\_\_\_  
Accepted by City of Kingsley  
Vicki Sitzmann, Clerk

Event Room without Bar	250.00
Event Room with Bar	350.00
Meeting Room w/Event Room	25.00
Custodian-One Room	40.00
Custodian-Both Rooms	100.00
Meeting Room w/Kitchen	75.00
Damage Deposit (separate ck)	100.00

Call Vicki Sitzmann at 378-3601 for info.