

**CITY OF TOLEDO**  
**Reinig Center Rental Agreement**

Renters Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Date Reserved:** \_\_\_\_\_

**The City of Toledo (hereinafter City) and the Renter named above agree as follows:**

**Payment and Deposits:** Reservations may be made for an unlimited time in advance. To reserve your date(s) a deposit fee will be due upon completion of the facility contract. **All remaining fees must be paid in full not less than 30 days prior to the rental date(s), or the contracted date and the rental deposit will be forfeited.** Payment of all fees due, entitles the renter to use the facility from 5:00 a.m. until 11:59 p.m. the date(s) of reservation.

Any regularly scheduled events will be by prior City Council permission only. It is the intent of the city that this facility be available to the public and not committed to routinely scheduled events.

**Alcohol Policy**

- The City is a liquor control licensee, and **all** alcohol consumed on the premises must be purchased from the City in accordance with the established practice for the serving of alcohol within the Reinig Center.
- The City retains the right to refuse to serve alcohol at any event or to any person for any reason or for no reason whatsoever, and further reserves the right to terminate any event that (in the sole judgment of the City or those acting under its authority) has become unruly, or improperly managed, or is a risk to any person or property. If any event is so terminated, there shall be no return of rental amounts or deposit and the same shall stand forfeited.
- The city further will set the price for alcohol beverages sold on the premises, which may change from time to time and without notice.
- The bar will be located in the hallway, unless other arrangements are made.
- The schedule of the prices applicable will be provided on request.
- **There shall be a \$100.00 service charge to have alcohol at any event.**

**Set Up and Table Arrangement:** The facility manager will set up tables and chairs in accordance with one of several setups to be selected by the renter.

**Damage Deposit:** In addition to the rental amounts, renter shall pay to the City a refundable deposit in the amount of \$1,000.00. This deposit is given to assure that the facility is left in the same condition as when possession was taken. If within the sole judgment of the facility custodian, the facility was not left in the condition it was in, prior to use, or if additional cleaning, repairs, or other damage has occurred, the rental deposit may be retained in full or in part, with or without notice to the renter. This paragraph in no way limits the responsibility of the renter for any damages to the facility. If cost of cleanup exceeds the deposit, renter will be billed for the excess. Failure to leave the facility clean or if damages occur may result in City's refusal to rent to the same persons or group in the future.

**Condition and Damages** Renter agrees to leave the facility in the same condition as before the renter's use, meaning that the tables and chairs will be wiped and all trash will be taken to the dumpster. All dishes must be returned to their original location in the kitchen. (a renter responsibility check list is available) If any dishes are not replaced accordingly, an amount will be deducted from the damage deposit which covers the amount of time it takes the custodian to replace the dishes. In the event the facility is damaged during the time the renter or the renter's permittees are utilizing the facility, the renter shall be fully responsible for 100% of the cost of repair, replacement, or whatever remedies may be necessary to return the facility to the condition it was in prior to renter's use. Renter will be billed as soon as practical for any such amounts in excess of the deposit, and if amounts remain unpaid within 30 days, renter shall not be allowed to rent the facility again until such amounts are paid, and the city may proceed in small claims court or the Iowa District Court seeking appropriate damages.

### **Reinig Center Rules:**

- Renter agrees to use the rental in compliance with local, state and federal laws. It shall not be used for illegal purposes.
- In consideration for use of the facility, Renter agrees to use the facility and equipment at Renter's sole risk.
- Renter further agrees that the City of Toledo will not be responsible for any injury, illness, loss, theft, or damage to Renter, Renter's property, or Renter's guests, before, during, or after the event, while on the City premises.
- Renter agrees to indemnify and hold harmless the City of Toledo for any and all injury, loss, damage, injury or costs that Renter or Renter's guests may sustain before, during, or after the event. Renter agrees to indemnify and hold harmless the City of Toledo from and against any loss, damage, injury, or costs caused by Renter's acts or omissions, negligence, or otherwise, including any costs and/or attorney fees incurred thereby arising out of Renter's presence at the facility or participation in the event. Renter agrees that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of Iowa, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
- There will be no tape used on the walls and ceiling. The facility will provide clips to hang from the ceiling.
- The Reinig Toledo Civic Center is a non-smoking facility. Smoking will not be allowed in the building (including the rest rooms) or on the premises. Persons violating the no smoking policy may be asked to leave the Reinig Toledo Civic Center and not return or they may be charged by the police for violating the no smoking policy.

### **Beverage Service**

- One bar and two bartenders are provided for an event.
- If renter wishes to have a second bar open, an additional charge will apply.
- Bar will open at 5:00 p.m. and will close down at 11:00 p.m. and facility will be closed at midnight. If renter wishes to keep bar open longer than six hours, an additional charge will apply @ \$100/hour. Renter acknowledges bar hours \_\_\_\_\_(initial)
- The Reinig Toledo Civic Center is licensed by the State of Iowa to provide alcoholic beverage service. It is unlawful to bring your own alcoholic beverages into the Reinig Toledo Civic Center or to bring them on the premises for consumption – parking lot, lawn, patio, etc. If you violate this rule, your alcoholic beverages will be confiscated by the police and charges will be filed accordingly. Iowa law requires that all alcoholic beverages consumed at the Reinig Toledo Civic Center be purchased from the Reinig Toledo Civic Center.
- Bartenders are provided by the Reinig Toledo Civic Center.
- The bartenders will mix all drinks and pour all beer, even though you have purchased kegs. Persons attending event will not pour their own alcohol.

- Soft Drinks (Renter is allowed to bring in soft drinks) If renter wishes to purchase soft drinks for guests through the bar, a tally will be kept and Renter should pay bartenders at end of evening for all soft drinks sold.

**Check all that apply:**

- \_\_\_\_\_ open bar (Renter pays)
- \_\_\_\_\_ cash bar (Guests pay)
- \_\_\_\_\_ ticket purchase (Renter buys for certain guests)

**Cancellation Policy:** In the event the renter cancels the event, the renter shall notify The Reining Center immediately in writing or by email. Once cancelled, the renter shall be responsible for the agreed liquidated damages as follows. The parties agree that the liquidated damages are reasonable.

- In the event the renter cancels the event more than 180 days prior to the event, the renter shall forfeit to the Reining Center as liquidated damages one half (1/2) of the deposit.
- In the event the renter cancels the event less than 180 days prior to the event, the renter shall forfeit to the Reining Center as liquidated damages the entire deposit.

**I have read this Facility Use Agreement and the Rules and Regulations, fully understand and agree to its terms and have signed it freely and voluntarily**

**If Renter is a business, I acknowledge that I am duly authorized to sign this Agreement on behalf of Renter.**

**I will inform my guests that they also have to abide by these rules.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Reinig Center Representative

## CITY OF TOLEDO

## Toledo Reinig Civic Center Wedding Fee Schedule

RENTER NAME			
ADDRESS			
PHONE			
RESERVATION DATE			
<b>RENTAL FEES WEDDING</b>			
<b>DEPOSIT AND RENTAL FEES PAID AT TIME OF CONTRACT SIGNATURE</b>		<b>DEPOSIT PAID AT CONTRACT SIGNATURE REMAINING BALANCE DUE 30 DAYS PRIOR TO EVENT</b>	
ONE DAY RENTAL - \$600.00		ONE DAY RENTAL - \$800.00	
TWO DAY RENTAL - \$800.00		TWO DAY RENTAL - \$1000.00	
THREE DAY RENTAL- \$1000.00		THREE DAY RENTAL- \$1200.00	
<b>REFUNDABLE DEPOSIT \$1000.00</b>		<b>DEPOSIT \$1000.00</b>	
<b>TOTAL</b>		<b>TOTAL</b>	<b>\$0.00</b>
<b>PAYMENTS</b>		<b>BEVERAGE FEES</b>	
PAYMENT DATE		BAR SERVICE \$100.00	
PAYMENT DATE		2ND BAR \$50.00	
PAYMENT DATE		16 GAL KEGS \$300 EACH	
PAYMENT DATE		BRAND :	
<b>TOTAL</b>	<b>\$0.00</b>	BRAND :	
		BRAND :	
<b>RENTAL AND DEPOSIT</b>	<b>\$0.00</b>	BRAND :	
<b>BEVERAGE FEES</b>		<b>CHAMPAGNE WINE</b>	
<b>PAYMENT</b>	<b>\$0.00</b>	BRAND :	
<b>TOTAL DUE UPON SIGNATURE</b>	<b>\$0.00</b>	BRAND :	
<b>PAYABLE TO CITY OF TOLEDO</b>		BRAND :	
		BRAND :	
		BRAND :	
		<b>MIXED DRINKS TICKETS</b>	
		# OF TICKETS @ \$4.00	
		<b>TOTAL</b>	<b>\$0.00</b>

# REINIG CIVIC CENTER

## RENTER RESPONSIBILITIES CHECK LIST

### Kitchen clean-up

- \_\_\_ All trash taken out to dumpster located outside the back kitchen door.
- \_\_\_ All facility dishes, utensils, equipment washed and put away.
- \_\_\_ All counters and sinks wiped.
- \_\_\_ Wipe the stove and oven clean. (if used)
- \_\_\_ Refrigerator / freezer cleaned out of any items that you brought in.

### Mickelson-Reinig-Springer Hall clean-up

- \_\_\_ All tables wiped clean.
- \_\_\_ Trash & food swept / vacuumed from floors.  
(broom & vacuum located in the hall closet)
- \_\_\_ All items brought into the hall facility need to be taken out.
- \_\_\_ Please also check bathrooms for cleanliness and pick up any items.

- Please do not attach ANY items or tape to the walls / ceiling for decorations.
- Tables & chairs will be taken down and put away by facility manager.
- For any issues after hours or on the weekend please contact the facility manager, Kent Campbell at 641-481-3423.

### Reinig Center WI-FI passwords:

- Reinig guest: #1Partyplace
- City of Toledo guest: 1853Toledo

# Reinig Center Set Up

Name \_\_\_\_\_ Event Date \_\_\_\_\_

\_\_\_\_\_ # of people attending

\_\_\_\_\_ Round tables 6 or 8 chairs per table

\_\_\_\_\_ Rectangle tables 6 chairs per table

\_\_\_\_\_ Rectangle tables towards screen 2 chairs per table

\_\_\_\_\_ Food tables \_\_\_\_\_ In room \_\_\_\_\_ In hallway

\_\_\_\_\_ Reception tables in hallway

\_\_\_\_\_ Screen

\_\_\_\_\_ Projector

\_\_\_\_\_ Notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


**TOLEDO REINIG CIVIC CENTER  
1007 S. PROSPECT DR.  
TOLEDO, IA 52342**

**DEPOSIT REFUND AUTHORIZATION**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RENTAL DATE:** \_\_\_\_\_

**TOTAL DEPOSIT RECEIVED:** \_\_\_\_\_

**FACILITY LEFT IN 100% REFUND CONDITION:**

**FACILITY LEFT IN REDUCED REFUND CONDITION:**

**FACTORS FOR DETERMINATION:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL AMOUNT TO REFUND:** \_\_\_\_\_

**AUTHORIZATION:** \_\_\_\_\_

REINIG CENTER MANAGER