

UTE TOWN & COUNTRY CLUB

PO Box 155 – Ute – Iowa - 51060

Greetings!

Thank you for choosing to have your event at the Ute Town and Country Club on _____. I am the booking agent for the Ute Town & Country. You can pick up the key to the building by stopping at City Hall in Ute. City Hall hours are 8:00a to 12:00p, Monday through Friday.

I've enclosed a Rental Contract. I need you to fill in some information, sign, date and return it to me with the deposit. Your event is not reserved until the deposit and signed contract is received. I've also enclosed the rules, contract, and directions for renting the building. In addition, I have included information about purchasing drink tickets or having an open bar that you pay for, if you would like to offer that at your event. If you want to set up a tent on the east side of the building outside the back doors, please let me know and I will apply for an outdoor liquor license. There is no cost for this, but it needs to be applied for no later than 4 weeks before your event. The Ute Town and Country has a 20' x 40' tent available. If you choose to use this, there is an additional \$100 rental fee plus \$100 refundable deposit.

Our building holds a maximum of 300 people and we have tables and chairs for this amount. We have 50qty of 96"W x 30"D rectangular tables that can seat 8 people, and 16qty of 5' diameter round tables that seat 8 people comfortably. Use of the kitchen is included with 1 fridge/freezer, 2 stoves, 1 double sink, 1 single sink, 1 small and 1 large coffee pot, basic kitchen supplies, and 4 large roasters.

If you have any questions, please do not hesitate to contact me or Lonnie Carlson. Lonnie's number is 712-880-0362. I can be reached during daytime hours at Ute City Hall, 712-885-2237. My cell is 712-281-0082. Once again, thank you and I hope to be hearing from you soon.

Sincerely,

Leah Schwery
Booking Agent for Ute Town and Country

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RENTAL CONTRACT

Your signature on this contract says you understand and agree with the rules found on the back of this contract that the Ute Town and County Board of Directors have adopted.

Your reservation will be pending until this contract is signed and returned with proper payment.

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Reservation Date(s): _____

If multiple days are reserved for an event, an additional \$25 per day fee applies.

Type of Event: _____

Approx. # of People Attending: _____ *Inside Capacity: 300 Approx. Tent Capacity: 80*

Bar Options: See "Bar Options" document for explanations

Type of Bar: ☐ Drink Tickets w/Cash Bar

☐ Open Bar Only

☐ Cash Bar Only

☐ Other: _____

Time Bar Open: _____ Qty. of Drink Tickets: _____ Maximum Open Bar Amount: _____

Remember all checks (Rent, Room Deposit, Tent Deposit) must be made out separately.

CONTRACT CHARGES			AMOUNT DUE
RENT			
	Front Half ONLY	\$75.00	_____
	Full Room	\$150.00	_____
	Tent (Optional with Full Room)	+ \$100.00	_____
	Additional Days	\$25 per day	_____
DEPOSIT			
	Front Half ONLY	No Deposit	None
	Full Room	\$100.00	_____
	Outdoor Tent	\$100.00	_____
BAR CHARGES			
	Drink Tickets \$3.00 per ticket	Qty: _____	_____
	Any Extras	_____	_____
	Open Bar (Totaled After Event)	Event Total: _____	_____

Office Use Only	
Paid	Notes
Paid	Returned
Paid	Notes

Signature: _____ DATE _____

Office Use Only: Event Reserved: _____ Keys Checked Out: _____ Keys Checked In: _____

TERMS AND CONDITIONS

RENT: Rent for the full room is \$150. To rent the front portion only is \$75. The tent can only be reserved with a full room reservation. Unless otherwise discussed, the rental fee will include the day before your event and the day after your event. For any day over this, a \$25 per day fee will be added to your rent amount.

DEPOSITS: A \$100 deposit for the full room is required within 30 days of the event. If you would like to use the outdoor 20x40 tent, a separate deposit check for \$100 will need to be made. Tent and room deposits must be two separate checks. If no damages occur, deposit checks will be returned. Please see the damages section for more information. In the event of a cancellation, room deposits are refundable until 30 days prior to the reserved date and tent deposits are fully refundable until the day of the event.

DAMAGES: If damage to the building would be greater than \$100, you will be responsible to pay for the complete damage amount above and beyond the \$100 deposit. In the event of damage to any part of the tent, your tent deposit check will be kept and you will be charged for the replacement of the tent (\$850).

AFTER EVENT: You are responsible for cleaning up after your event as described in the "Rules and Directions For Renting the Ute Town and Country Building" document. Unless otherwise discussed, you may clean up the day after your event. Make sure to lock all doors and turn off lights before leaving. Keys must be returned to City Hall within 24 hours of the end of your event. Keys may be dropped off in the office door drop slot of City Hall.

ALCOHOL: **Absolutely no alcoholic beverages can be brought into the building. Kegged beer is not allowed.** We do not offer champagne, so if you want to have a few bottles of champagne for a wedding toast, you may bring this in yourself.

INDOOR SEATING: The building holds a maximum of 300 people. The building rental includes the following: 50qty of 96"W x 30"D rectangular tables (seat 8 comfortably), 16qty of 5' diameter round tables (seat 8 people comfortably), and enough chairs to seat 300.

TENT INFORMATION: While the tent is provided for rental, setup is not included. You are responsible for tent setup and takedown. The tent will be made available the day of your event to prevent damage overnight to the tent. The tent may not be left up overnight. No chairs or red topped tables may be used outside the building. Additional tables and chairs or picnic tables on wheels may be rented from an outside vendor to be used in the tent.

DECORATIONS: **You are not allowed to use any nails, tacks, staples, or tape on the walls or ceiling tiles.** 3M removable command strips are allowed and you need to supply these yourself. The Town and Country has hooks that fit into the ceiling rails from which you can hang light weight decorations. These can be picked up at City Hall when you pick up the keys or earlier if needed. Any borrowed items need to be returned with the keys to the building.

SMOKING: Absolutely no smoking is allowed inside the building or the tent.

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BAR OPTIONS

All alcohol must be purchased from the Town and Country

- We do not carry champagne. If you are planning on having a champagne toast, please let us know. You may purchase and bring these bottles yourself.
- We do not allow kegs of beer to be served at the Town and Country.

If you plan on having the tent and having the bar open, we need to know at least 1 month prior to your event date to apply for an outdoor event liquor license. This is done at no charge to you, but the license must be in hand by your event to legally have alcohol consumed outdoors.

DRINK PRICE LIST

- \$1.00 per drink for water or soda pop
- \$3.00 per drink for beer
- \$4.00 tickets per drink for well drinks, wine, and wine coolers
- \$5.00 tickets per drink for any specialty liquor and drinks, Crown, Jack, and bomb shots

There are three methods of paying for drinks: pre-paid tickets, open bar, and cash bar. A combination of any of these options may be chosen. Contact the booking agent for questions regarding how to achieve what you want.

DRINK TICKETS: You have the option to purchase drink tickets in advance at a cost of \$3.00 per ticket. Tickets can only be pre-purchased by the bride and groom or their parents. No tickets can be purchased by individual guests or the day of the event. Drink Tickets must be purchased in advance, at least by the day before your event. They can be purchased from the City Clerk at Ute City Hall. **There is no refund of money for tickets not used.**

- ½ ticket per drink for water or soda pop
- 1 ticket per drink for beer
- 1 ½ tickets per drink for well drinks, wine, and wine coolers
- 2 tickets per drink for any specialty liquor and drinks, Crown, Jack, and bomb shots

OPEN BAR: If you want to have an open bar for any amount of time please indicate this on the rental contract. During the event, we will keep a running total of drinks sold and will charge you accordingly at the end of the event. You can set a maximum amount. Once this amount has been reached, the bar will switch to a cash bar.

CASH BAR: You may opt to have the bar open, but guests pay cash for their own drinks.

DIRECTIONS FOR RENTING THE UTE TOWN AND COUNTRY BUILDING

1. Rent is to be paid in advance.
2. **Checkout Checklist must be completed and returned with the keys to receive deposit back.**
3. Absolutely **NO SMOKING** allowed in the building.
4. To open the south door use the key provided, it will open both the deadbolt and the lower lock. Open the deadbolt first, you might need to pull the door towards you to get the key to work. Turn the deadbolt lock key to the right to open, turn the bottom lock key to the left to open.
5. Kitchen doors should be locked. There is a key on key ring to open the kitchen. Make sure to lock the kitchen doors when you leave.
6. A key to open the front double glass door is hanging on a nail by the upper right hand corner of the door. Push in bar on left door, key fits into small hole, turn key, this locks the bar in the open position. Reverse process to lock doors before you leave.
7. Wipe off any tables that were used.
8. Please put tables and chairs back the way you found them. Chairs should be placed on the tables. (8 tables on each side, 4 tables in the front by the bar area, 8 chairs per table). If you used the round tables, take them down and put them back where you found them. **Leave all tables with red-tinted tops inside the building.**
9. Sweep the floor. It does not need to be perfect, just make sure the main floor is clean of all big items. The cleaning person will sweep and mop the floors as needed.
10. Take down all decorations. Decorations are to be put up with 3M removable command strips (renter supplied) or ceiling hangers (supplied by City Hall). **ABSOLUTELY NO NAILS, TACKS, STAPLES, GLUE, OR TAPE IS TO BE USED.** If you check out ceiling hooks with the booking agent, return them with the building keys.
11. Please do not place balloons by the fans.
12. Any and all liquor consumed in the building must be purchased from the Town & Country, whether or not the renter gives it away or it is sold over the bar. We must abide by this state law or we could lose our liquor license.
13. If using the kitchen, make sure it is clean. Wash dishes, roasters, coffee pots, and any other supplies used and put everything back where you found it, wipe off counters. Lay towels out to dry, someone from the Board will launder the towels.
14. Take all your food with you. Do not leave anything in the refrigerators.
15. **Check toilets to make sure they are not running.** Flush them, if needed. Turn off bathroom lights and leave doors open.
16. Take out all garbage bags, **the garbage dumpster is located on the south side of the building.** Use the key provided to unlock padlock on dumpster. Put new garbage bags in trash cans, they are located in the drawer directly across from the first refrigerator.
17. Check to make sure all heat or air conditioner controls are set properly. See end of this printout for directions.
18. Close off the back area by pulling the divider closed and hooking it.
19. Make sure all lights are off.
20. **Make sure all doors are locked when leaving.**
21. Return keys to Leah at City Hall, they may be dropped in the office door drop slot.

Clean up must be done either that night or the next day. In the event that the building is being rented the next day, clean up must be done the night of your event.

Thermostat Settings When Leaving (During Winter Months)

- On side wall outside the storeroom: Set at 60°
- On back wall by the furnace room: Set to OFF

Thermostat Settings When Leaving (During Summer Months)

- On side wall outside the storeroom: Set to OFF
- On back wall by the furnace room: Set to OFF

Controls for ceiling fans are in the kitchen behind the north door.

Contact Information: Lonnie Carlson (712) 880-0362; Jeremy Creese (712) 263-9675; Dick Hageman (712) 885-2686; Mariah Nutt (712) 269-5788; Jimmy Carlson (712) 840-1278; David Pohlman (712) 253-5975; Leah Schwery (712) 281-0082 (booking agent), (Gina Gray cleans building, as a last resort call her (712) 420-6005)

UTE TOWN AND COUNTRY

CHECK OUT CHECKLIST

Event: _____ Name: _____

MUST BE COMPLETED AND RETURNED WITH KEYS TO CITY HALL TO RECEIVE DEPOSIT BACK

CLEAN

- ☐ Wipe off tables
- ☐ Put tables back where they were and chairs placed on tables
- ☐ Sweep the floor
- ☐ Take down decorations
- ☐ Wash dishes, roasters, coffee pots, and any other supplies used. Put back where they were
- ☐ Wipe off kitchen counters
- ☐ Lay out wet towels to dry
- ☐ Take out all garbage
- ☐ Close the accordion divider to close off the back section

THERMOSTAT SETTINGS

Summer

- ☐ On side wall outside the storeroom - OFF
- ☐ On back wall by the furnace room - OFF

Winter

- ☐ On side wall outside the storeroom – Set at 60°
- ☐ On back wall by the furnace room - OFF

CHECK

- ☐ Removed all food from refrigerator
- ☐ Toilets not running in the bathroom
- ☐ Bathroom lights off
- ☐ All lights off

LOCK

- ☐ Kitchen Door
- ☐ Front Door
- ☐ South Door
- ☐ Back Door

Return completed checklist to City Hall with keys to receive deposit back