

# UTE TOWN & COUNTRY CLUB

PO Box 141 – Ute – Iowa - 51060

## 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 \$50 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:     Open Bar Only     Cash Bar Only

Other: \_\_\_\_\_

Time Bar Open: \_\_\_\_\_ Maximum Open Bar Amount: \_\_\_\_\_

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

CONTRACT CHARGES		AMOUNT DUE	
<b>RENT</b>			
<i>Front Half Only rentals no longer offered</i>			
	Full Room (No Bar)	\$150.00	
	Full Room with Bar	\$250.00	
	Tent (Optional)	+ \$100.00	
	Additional Days	\$50 per day	
<b>REFUNDABLE DEPOSIT</b>			
	Full Room	\$150.00	
	Outdoor Tent	\$100.00	
<b>BAR CHARGES</b>			
	Open Bar Limited Amount	\$ _____	
	Any Extras	_____	
	Open Bar (Totaled After Event)	Event Total:	

Office Use Only	
Paid	Notes
Paid	Returned
Paid	Notes

Signature: \_\_\_\_\_ DATE \_\_\_\_\_

## TERMS AND CONDITIONS

**RENT:** Rent for the full room is \$150 without a bar and \$250 with a bar. Renting half the room is no longer an option. 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 \$50 per day fee will be added to your rent amount.

**DEPOSITS:** A \$150 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 \$150, you will be responsible to pay for the complete damage amount above and beyond the \$150 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.