**DANVILLE STATION ACTIVITY ROOM RENTAL AGREEMENT**

**102 North Main Street**

**Danville, IA 52623**

**Mailing Address: P.O. Box 304, Danville, IA 52623**

**Date of Reservation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time \_\_\_\_\_\_\_\_\_\_\_\_\_ End Time \_\_\_\_\_\_\_\_\_\_\_**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of People Expected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will wine/beer be served? Yes/No (SINGLE SERVE BEER, WINE AND CHAMPAGNE ONLY – NO KEGS)**

**CAPACITY -** Seats 100

**RENTAL FEE**

NO ALCOHOL

8:00 a.m. – 2:00 p.m. $80.00

Noon – 6:00 p.m. $80.00

4:00 p.m. – 12:00 a.m. $80.00

Full Day $150.00

ALCOHOL

8:00 a.m. – 2:00 p.m. $150.00

Noon – 6:00 p.m. $150.00

4:00 p.m. – 12:00 a.m. $150.00

Full Day $300.00

**PAYMENT POLICY** – A check for the rental will be required for each booked event. Checks are to be made payable to Danville Station, and sent to P.O. Box 304, Danville IA 52623. Your reservation is only confirmed when a completed form and payment are received. The undersigned will be held responsible for any damage caused to any facilities and surrounding area, and will be charged a minimum of $150.00 damage fee to cover damage and repairs. If, in the sole judgment of Danville Station, there is damage to the Activity Room; the Danville Station may charge the renter the damage fee ($150.00). This remedy shall be in addition to all other remedies including but not limited to legal action to recover damages. Renter shall be responsible for any and all attorney’s fees and expenses incurred by Danville Station in recovering any amounts due.

**CANCELLATION POLICY –** A cancellation of the reservation by the Renter must be made a minimum of 10 business days in advance of the date of the reservation in order to receive refund of rental payment. Any reservation cancelled after the 10 business days will cause forfeiture of the rental payment.

**KEY PICK UP** – **All Renters are expected to pick up the key at the Danville Library during regular operating hours Monday – Friday 2:00 p.m. – 5:00 p.m. or Saturday 10:00 a.m. – Noon. When leaving, put the key and the completed Activity Room checklist in the outside blue Library book drop box on the south side of the building.**

**ALCOHOL POLICY** – Renter agrees to declare their intent to serve alcohol at their event when booking the room. Renter agrees that beer, wine, and champagne are the only alcoholic beverages that may be served. No alcoholic beverages may be sold under any circumstances. No kegs and no hard liquor are allowed or the surrounding area outside. The undersigned further agrees that no alcoholic beverages of any sort will be served to any minor or intoxicated person, and Renter accepts all responsibility for assuring compliance. The undersigned agrees to be fully responsible for all accidents or claims that may arise as a result of any accident, injury, or damage to persons or property during the time that the undersigned has the Activity Room rented.

**SMOKE-FREE ENVIRONMENT** – No smoking shall be permitted inside the building or anywhere on Danville Station property.

**DECORATIONS** – Decorations are allowed in the Activity Room only, not in the hallway. Renter agrees not to use duct tape or scotch tape.  **No decorations are to be attached to the wall or ceiling.** No candles or other open flames. No birdseed, confetti or glitter is to be used inside the building. Round white/black tablecloths are available to rent for $10.00 each.

**CLEANING** – It is the responsibility of the Renter **to restore the rental area to the condition existing prior to the Renter’s occupancy.** A cleanup checklist is provided. **Failure to sweep and mop the floors will result in an additional fee of $100.00.**

**WAIVER OF LIABILITY** – Renter shall indemnify, save and hold harmless Danville Station, and all their officers, agents, and employees, from and against any and all claims, liability, expense, demands, actions or causes of action of whatever nature or character including attorney fees and expenses of litigation, for loss, damage or injury to any person or property of participants, guests, invitees, trespassers or any other persons arising out of or in any way connected with the occupancy or use of Activity Room by the undersigned renter.

**TERMINATION** – Danville Station reserves the right to terminate this contract at any time without notice.

**RENTER’S SIGNATURE** – Your signature affixed hereto attests that you have received and read the above contract and agree to comply with all the conditions and requirements noted therein.

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**Renter** (Print) **Date**

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**Signature**