



Underwood Memorial Building Association

300 2ND AVENUE – UNDERWOOD, IA 51576

Name of contact person renting the building _____

Phone _____ Home/Cell _____ Email _____

Business or organization name, if applicable _____

If a wedding reception, please give first and last name of Bride & Groom _____

Type of Event _____ Date(s) to be rented _____

Approximately how many guests/skaters do you expect at your event? _____

If renter should get a deposit refund, who should check be made out to? _____

Address of where deposit check should be mailed _____

City _____ State _____ Zip _____

*** Deposit is due at the time of reservation * Rent and cleaning fees are due 60 days prior to the event ***

- Entire Building (Fri-Sat) **\$600**
 - Deposit **\$300** \$ _____
- Entire Building (Sun-Thurs) **\$400**
 - Deposit **\$300** \$ _____
- Entire building 3 day weekend (Fri,Sat,Sun) **\$800**
 - Deposit **\$300**
 - Note: Only available May 1st – September 30th \$ _____
- Carpet/Small Room/Kitchen – All Day (Sun-Sat) **\$250**
 - Deposit **\$250** \$ _____
- Carpet/Small Room/Kitchen – 4 hours (Sun-Sat) **\$150**
 - Deposit **\$150** --- 4 hours from _____ to _____ \$ _____
- Small Room – All Day (Sun-Sat) **\$75**
 - Deposit **\$75** \$ _____
- Small Room – 4 hours (Sun-Sat) **\$40**
 - Deposit **\$25** --- 4 hours from _____ to _____ \$ _____
- Private Skate Party - **\$300**
 - Deposit **\$100**
 - 2 hours only for up to 50 skaters - additional skates may be purchased at \$4/pair
 - Party from _____ AM/PM to _____ AM/PM \$ _____
- Cleaning – Optional **\$300**
 - If not checked, you will be responsible for clean-up. You are required to leave the building set-up as you found it (cleaning requirements on page 3).

\$ _____

BAR -- Yes No ** Note: Additional bar forms will be sent approximately 6 weeks before event

RULES & REGULATIONS

- If the **renter** is renting the entire space for a Saturday only event–April through October (during the months skating is held) -- renter will be allowed to enter the hall once skating has finished, no earlier than 10:00 p.m. on Friday night. Renter will be given until 10:00am Sunday morning for clean-up.
- If the **renter** is renting the entire space for a Saturday event– May through September (summer months while skating is NOT held) -- renter will be allowed to enter the hall no earlier than 6:00pm on Friday night. Renter will be given until 10:00am Sunday morning for clean-up.
- If **renter** is renting any part of the building for a week day event, renter will only be allowed access to the building for that specific day.
- For **private skates or 4 hour rentals**, you will receive 30 minutes prior to your event for set up and 30 minutes after your event for clean-up.
- The **renter** will pay a cleaning and damage deposit to UMBA at the time the reservation is made. The deposit is refundable if there is no damage to the building or personal property and cleaning is done to UMBA specifications. **The renter agrees to pay for the total costs of repairs or replacement due to damage to the building or its contents. If the cost of repairs or replacements exceeds the amount of the deposit, renter agrees to pay the difference.**
 - **Note: deposit check will be held for a minimum of two weeks after your event** – If you receive a refund, you can expect it approximately 30 days after your rental date.
- In the event that a reservation cancels **less than 6 months** prior to the reservation date, the deposit refund is up to the board discretion.
 - If the renter cancels reservation **6 months prior** to the reservation date – deposit will be refunded in full.
- The renter has the option to clean the hall to the satisfaction of the UMBA BOARD in order to receive full refund of deposit or pay a cleaning fee of \$300 for UMBA to clean. **RENTAL FEES AND CLEANING FEES ARE DUE 2 MONTHS PRIOR TO RESERVATION DATE.**
- There is a \$30 returned check fee.
- When the nature of the rental requests that a concession stand be provided, UMBA reserves the right to decide whether it will provide concessions.
- The **renter** agrees that there will be at least two (2) adults of legal age on the premises at all times. Children must be supervised at all times.
- The renter agrees that they will not use fog or smoke machines in the building, and NO decorations are allowed on the ceiling or taped to drywall.
- Only dripless candles (no flame) will be allowed inside the hall.
- There shall be no rice, confetti, bubbles, silly string, or birdseed allowed in the building.
- **NO** tables or chairs will be removed from the premises.
- UMBA's on-site tables and chairs will be available for the event however, we do NOT supply any table clothes or kitchen utensils.
- There are two arches and some lattice back drop available for renters use at no additional cost.
- The **renter** agrees that no liquor or alcoholic beverages will be served to **anyone under the age of 21**. Alcohol is **NOT** to be carried outside of the building. No **outside alcohol** will be allowed inside the building. All liquor will be purchased from UMBA according to state law.
- UMBA hall is a smoke free environment. Therefore, **NO SMOKING** is allowed inside the building.
- It is the **renter's** responsibility to let their caterer know they need to provide a non-alcoholic beverage such as water, tea, coffee, etc. to the guests. It is not the bar's responsibility to provide water to all guests for the purpose of the meal.
- The small meeting room is NOT to be rearranged until after the Optimists meetings on Saturday mornings, approximately 9am.
- As a part of this Rental Agreement, the renter agrees to **hold harmless** and indemnify UMBA for any and all claims, actions, and judgments, including all costs of defense and attorney's fees incurred in UMBA defending itself against same arising from or related to Renter's use of UMBA's facilities located along Second Avenue in Underwood, Iowa.
- It is the renter's responsibility to schedule a **pick-up** time and location with UMBA reservationist to get a **key** prior to the event. UMBA reservationist will **NOT meet you at the hall**. It is also the renter's responsibility to schedule a drop-off time and location to return the key to the UMBA reservationist.

***This agreement is agreed upon when signed below and a signed copy is returned to UMBA along with your deposit check payable to UMBA and mailed to:

**27286 Mahogany Rd
Underwood IA 51576**

Signature: _____ Date: _____

List of the things to be cleaned to the satisfaction of UMBA BOARD

- Appliances in kitchen are to be wiped off and everything put away. The floor will be swept and mopped.
- All halls and the coatroom, if used, will be swept and mopped.
- Bathrooms will be cleaned and mopped.
- All tables and chairs and stage, **taken from the storage room**, are to be wiped off and put away.
- All tables and chairs in the carpeted area are to be wiped off and arranged in an orderly manner, as found. 12 rounds and 6 long tables – please refer to diagram on website at www.umbahall.com.
- All tables and chairs in meeting room must be arranged in an orderly manner, as found. 4 long tables – please refer to diagram on website at www.umbahall.com.
- There should be 5 pieces of stage set up along north wall. Diagram on website at www.umbahall.com
- The carpeted area and rugs must be vacuumed.
- The hardwood floor must be swept. **NO** wet mops can be used on the hardwood floor. Immediately clean up spills with a damp cloth.
- All garbage and trash, including the bathroom trash, will be put in garbage bags and put in the dumpster located behind UMBA.
- Must leave the parking area and all other areas surrounding the building in an orderly manner
 - Pick-up any trash or cigarette butts left on the ground.
- Set thermostats back to previous temperature if they were adjusted – follow instructions which are indicated on thermostats
- Any rags used to clean things up may be left in the kitchen. An UMBA volunteer will come by to pick them up to be washed.
- It is the renter's responsibility to drop-off the key at the UMBA reservationist's home no later than 2 hours after your rental time has ended.

CLEANING SUPPLIES WILL BE FURNISHED BY UMBA

IF HALL IS NOT LEFT IN SATISFACTORY CONDITION, A CLEANING FEE WILL BE DEDUCTED FROM THE DEPOSIT.

By signing the Rental Agreement, the **RENTER**, agrees to all of the above

Please keep and refer back to while cleaning the building.