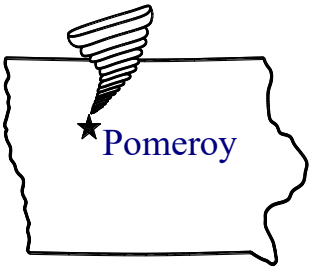

We welcome you for
A day or a lifetime

City Of Pomeroy

114 S. Ontario St., PO Box 220
Pomeroy, Iowa 50575
(712) 468-2411

Mayor
Cnthia Loots
Council
Melissa Becker
Barbra Hinners
Ben Thoma
Cathy Charleston
Daniel DeVore
Police Chief
Lorie Gerdes
City Clerk
Sarah Juilfs

This contract is for the use of the Pomeroy Community Hall and is made on this day, _____, by and between the City of Pomeroy, hereafter referred to as the owner, and _____, hereafter referred to as the "user". The user desires to temporarily occupy and make use of the Owners venue located at 308 S Geneva St, also known as the Pomeroy City Hall, Library and Community Hall.

Event Description:
The user shall have access to the venue from ___: _____- ___: _____ on _____(Date/s). Owner shall provide the user a key 24-48 hours prior to the use date and time.

Rental Cost:
The user shall pay a $200.00 deposit in the form of a check or cash and $125.00 in rental fees, no later than the contract date. After the event, the facility must be clean and left as the user found it. User is responsible for bringing their own cleaning supplies. Owner will provide a mop, bucket, broom, trash can, trash bags, toilet paper, soap and paper towels. A detailed cleaning list is attached. If these items are not found to what the owner requires, the owner will keep the $200.00 deposit for cleaning expenses. After the facility is inspected and signed off by the city council, the deposit check will be shredded or handed back to the renter.

Property Description:
The venue is a 40X30 dining area and 20X17 Kitchen area in an enclosed building, with many amenities for any user. The owner has furnished 12 tables and 80 chairs. There are two full-sized refrigerators and two electric stoves, a microwave and two double sinks with countertops for serving. There are two bathrooms and an entryway for extra seating. The utility closet has the listed cleaning items.

Damages:
If damages occur during the time period listed above by the user, the user agrees to pay for damages at cost to the Owner. The Owner will have all repair invoices for the user to pay. If user notices something wrong when entering the property, the user is responsible for calling the City Hall or a City Council representative immediately.

Alcohol / Liquor Liability:
The City of Pomeroy does not sell, furnish, serve, or provide alcoholic beverages for any event held at the Community Hall. If alcoholic beverages are brought onto or consumed on the premises, the user assumes full responsibility for compliance with all applicable federal, state, and local laws, including Iowa laws regarding the possession, service, and consumption of alcohol. Alcohol shall not be served to or consumed by minors, and alcohol shall not be served to any person who is visibly intoxicated. The user is responsible for the conduct of all guests and attendees during the rental period.

The user agrees to assume all risk and liability for any claims, injuries, damages, losses, fines, penalties, costs, or expenses arising out of or related to the possession, service, consumption, or presence of alcoholic beverages during the user's rental of the Community Hall. The user agrees to indemnify, defend, and hold harmless the City of Pomeroy, its elected officials, officers, employees, agents, and representatives from and against any and all such claims, including reasonable attorney fees and costs. The City may require proof of liability insurance, liquor liability coverage, or any required permit or approval prior to allowing alcohol at an event.

User Person: _____ Phone: _____$200 Deposit: _____

Organization: City of Pomeroy City Employee: _____ Date: _____

Cleaning List

- Bathroom(s)
  - Wipe down any dirt in sinks and toilets
  - Takeout trash to furnished dumpster north of Community Hall
  - Replace trash can liner
  - Sweep & wipe up spots on floor or mop floor
- Main Party Room
  - Wipe down all tables and chairs
  - Arrange all tables and chairs to original rental placement
  - Wipe down countertop
  - Sweep & wipe up spots on floor or mop floor
  - Takeout trash to furnished dumpster north of Community Hall
  - Replace trash can liner
- Kitchen
  - Wipe down any messes made in fridge, remove food
  - Clean stove
  - Wipe down countertop and clean sinks
  - Sweep & wipe up spots on floor or mop floor
- Outside
  - Clean up all litter / trash around the Community Hall that accumulated during the occupied period.

The City of Pomeroy thanks you for keeping this venue clean. We hope you come back again to enjoy our beautiful town we call home.

Bottom portion will be filled out by a representative for the City of Pomeroy.

Contact Person: _____ Phone: _____

$200 Deposit: _____ Returned _____Held

Reason for Holding Deposit: _____ pictures included

_____

_____

_____

City Representative: _____ Date: _____