

Name on Rent Check \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Name on Deposit Check \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Date Deposit Ret'd \_\_\_\_\_

**CASS COUNTY AGRICULTURAL & EDUCATION ASSOCIATION**  
**Rental Contract for the Cass County Community Center**  
 805 West 10<sup>th</sup> Street, Atlantic IA 50022  
 Reservation Phone 712-243-1132 and Fax 712-243-1133  
 (Revised 11/20/08 - Effective immediately)

Type of Event \_\_\_\_\_ Date to be rented \_\_\_\_\_

Name of responsible party renting the building \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Numbers \_\_\_\_\_ Time to open Building \_\_\_\_\_

Time to close Building \_\_\_\_\_

Marquee (weather permitting) Y or N

Number of People Attending Event \_\_\_\_\_

Marquee to read as follows: \_\_\_\_\_

**\*If you would like your event listed on Channel 10, please contact Movie Memories at 712-243-8129.\***

**RENT AND DEPOSIT MUST BE PAID AT TIME OF RESERVATION.**

- ◇ Whole Building **\$500.00** (deposit \$200) \$ \_\_\_\_\_  
 7700 square ft. ~ seats approximately 544 theatre style
- ◇ Large Room - Iowa **\$250.00** (deposit \$100) \$ \_\_\_\_\_  
 3350 square ft. ~ seats approximately 208 theatre style
- ◇ Medium Room - Cass **\$150.00** (deposit \$75) \$ \_\_\_\_\_  
 2350 square ft. ~ seats approximately 144 theatre style
- ◇ Small Room - Atlantic **\$100.00** (deposit \$50) \$ \_\_\_\_\_  
 2000 square ft. ~ seats approximately 120 theatre style
- ◇ Kitchen **\$25.00** (no deposit required) \$ \_\_\_\_\_

**Please refer to attached Kitchen Regulations**

**\*\*Please submit TWO separate checks**    **Total Rental**    \$ \_\_\_\_\_  
**for rental fee and deposit**

**Total Deposit**    \$ \_\_\_\_\_

**BAR** - YES  NO

**\*\*At least 2 weeks or more before your event, you are responsible for contacting:**

**Greg or Donna Zellmer, 712-243-5576**

- No decorations may be affixed to the walls or ceiling, and balloons must be anchored
- No alcohol may be brought into the building (violation will result in forfeiture of deposit)
- No outside beverages that are sold by the bar may be brought in when the bar is open
- Only dripless candles may be used
- No smoking in the building
- No tables or chairs may be removed from the building
- Building Personnel will control temperature settings and dividing walls
- Clean-up must be completed immediately after use, and inspected before deposit check will be returned. (Wipe Tables, Stack Chairs in groups of 10 & Take out Garbage)

Dean Beach at **712-254-0784** will unlock and lock the building at time specified above. Any variation from the above stated time must be reported to Dean, at least one hour prior to the change. If not notified differently, he will open and close at the time specified above. **A \$15 per hour or portion of an hour charge** will be assessed if opening and closing time is violated or more than one opening and closing time is needed. **In NO event shall the building be left unattended.**

*The Cass County Agricultural Education Association is not responsible for lost, damaged or stolen personal property while same is located on the grounds. Nor shall the Association be held responsible for any personal injury caused by equipment or property belonging to the renter. Any damage to the facility (including tables, and chairs or excessive clean-up) shall be billed to the renter at actual cost, plus 10%. We reserve the right to refuse service to anyone.*

**I have fully read, and understand the terms of this contract, and agree to abide by the terms stated above.**

**Signature of Renter** \_\_\_\_\_ **Date** \_\_\_\_\_

**◆ Make checks payable to: Cass County Agricultural Education Association**

**SET-UP & CLEAN-UP** (if not checked, you will be responsible for set-up & clean-up)

Set-up and clean-up service is available at the rate of \$15 per hour with a minimum charge of \$15. Invoice will be sent upon completion of clean-up.

Yes, I will be purchasing the SET-UP service \_\_\_\_\_

Yes, I will be purchasing the CLEAN-UP service \_\_\_\_\_

No, I will not be purchasing the SET-UP service \_\_\_\_\_

No, I will not be purchasing the CLEAN-UP service \_\_\_\_\_

**If you clean-up, you are required to remove all garbage, wipe tables, and stack chairs in stacks of 10. Because of possible damage to furnishings, building staff will store tables and chairs and vacuum at no charge.**

**ITEMS AVAILABLE AT NO EXTRA CHARGE:** (Please Check Items Needed)

\_\_\_\_\_ Portable Stage with steps

\_\_\_\_\_ Podium

\_\_\_\_\_ Projector Screen –screen only

(LCD projector available to rent from Movie

Memories for \$100.00, which includes set-up)

\_\_\_\_\_ Small Keyboard

\_\_\_\_\_ Sound System – Portable and Hand held Microphones

\_\_\_\_\_ 500 Padded Chairs (specify # needed)

\_\_\_\_\_ 39 – 5 ft. Round Tables (specify #)

\_\_\_\_\_ 53 – 8 ft. Banquet Tables (specify #)

**\*\* Dishes are available for rent at \$ .25 / place setting. Please let us know if you are interested in renting our dishes as someone will need to show you how to run the dishwasher.**

**~ ~ ~ Please attach a separate sheet for any specific set up directions ~ ~ ~**

The Cass County Community Center strives to provide a clean and comfortable meeting environment. However, it is not always possible to maintain a room temperature that is comfortable for everyone. Please dress appropriately and be prepared to adapt to a room temperature that may be too cold or too warm for some individual's personal comfort. Thank you!

**On the day of your event please use 712-243-3796 as a contact number. It rings directly to the lobby for your convenience. In case of an emergency at your event, please call Dean at 712-254-0784.**

# **CASS COUNTY COMMUNITY CENTER RULES AND REGULATIONS**

**(Please keep for your reference.)**

- Rent and damage deposit must be paid at time of reservation. Reservations will be made on a first come first serve basis. If an individual or organization requests a rental date and no monies and contract have been received, no reservation will be made and the date will remain open for other renters. Renters will not be allowed to sub-lease the building.
- The building will only be rented for the day of your event. If you would like to set-up, decorate, etc. the day before your event, a fee of half the regular rental fee must be paid in advance.  
**NO EXCEPTIONS!**
- Cancellations for Friday and Saturday events that are cancelled at least 6 months in advance will receive 50% of the rental fee back. Cancellations for Friday and Saturday events that are cancelled less than 6 months in advance will not receive a refund. Cancellations for events held Sunday through Thursday that are cancelled at least 30 days in advance, will receive a full refund. Damage deposit will be returned after a thorough inspection has been done by building staff following your event.
- If more than one break-out room is rented on the same day by different parties, then the restrooms and parking lot will be shared. The kitchen will be rented on a first come first serve basis.
- Individuals or organizations will **not** receive a key to the building. The building staff will open and lock the doors at a time specified by the renter. Any variation from the specified time must be reported to the building staff at least one hour prior to the change. A \$15 per hour charge will be assessed if opening and closing times are violated or if more than one opening and closing time is needed. In NO event shall the building be left unattended! Our programmable lock combination is also available, depending on individual circumstances.
- Alcohol may **not** be brought into the building. Any violation of this rule will result in forfeiture of damage deposit.
- No outside beverages that are sold by the bar may be brought in when the bar is open.
- Decorations may **not** be affixed to the walls, ceilings or woodwork. All balloons must be anchored. Only drips less candles are allowed. Tables or chairs may **not** be removed from the building. Building staff will control temperature and dividing walls.
- In renting the Cass County Community Center to you, the Cass County Agricultural & Educational Association (CCA EA) has the right to control the management of it and the right to enforce all necessary and proper rules for its management and operation. The CCA EA and building staff may enter the premises, at any time and on any occasion.
- Smoking will **not** be permitted within the Community Center. Smoking is permitted in areas designated by the CCA EA only. You, as the renter, do not have the authority to change the designated smoking areas.
- The Cass County Community Center, CCA EA or building staff will not be responsible for lost, stolen or damaged personal property. Nor shall the association be held responsible for any personal injury caused by equipment or property belonging to the renter.
- The Cass County Agricultural & Educational Association reserves the right to refuse service to anyone.

# Cass County Community Center

## Kitchen Regulations

### Available Items

1. Approximately 480 table settings  
(.25 charge per place setting)  
10" dinner plates  
7" salad plates  
Cups & saucers  
10 oz water glasses  
Knives, forks, teaspoons
2. Commercial dishwasher
3. 3 – 30" stoves/ovens
4. Microwave
5. 2 commercial refrigerators
6. Small freezer
7. 2 electric roasters
8. 3 – 100 cup coffee pots  
2 – 36 cup coffee pots
9. 3 dish tubs
10. Salt & pepper shakers
11. Thermos coffee servers
12. Water pitchers

### Not Available

1. Linens – dishtowels, dish clothes, hot pads
2. Cooking utensils
3. Pots & pans
4. Ice

### Caterer Requirements

1. Wash and replace dishes, glasses, and silver in storage
2. Dispose of garbage in dumpster
3. Grease must be in container before placing in dumpster. Grease dumped into any drain will cause forfeiture of deposit.
4. Appliances and sinks must be left in clean condition – INCLUDING stoves.

**IF CATERER DOES NOT DO DISHES, PAPER OR PLASTIC MUST BE USED INCLUDING PLASTIC SILVERWARE.**

Reason: Silverware gets tossed out with disposable plates.