

# CITY OF PARKERSBURG LEASE AGREEMENT

PLEASE FILL OUT **HIGHLIGHTED** AREAS:

Date of Rental: \_\_\_\_\_ Address to return deposit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be cleaning so deposit can be returned? Yes \_\_\_\_\_ No \_\_\_\_\_

Effective 04/04/2016

Extra Day (all event types) = \$100.00 = \_\_\_\_\_ Total

8 Hours – Family - - - Rent \$150.00 - - - - - Deposit \$125.00 = \_\_\_\_\_ Total

All Day - - - - Rent \$300.00 - - - - - Deposit \$300.00 = \_\_\_\_\_ Total

Wedding – All day (until midnight)  
Rent \$500.00 - - - - - Deposit \$300.00 = \_\_\_\_\_ Total initial: \_\_\_\_\_  
Alcohol Deposit \$500.00 = \_\_\_\_\_ Total

Wedding – 2 days: All day (until midnight) and day before event  
Rent \$600.00 - - - - - Deposit \$300.00 = \_\_\_\_\_ Total initial: \_\_\_\_\_  
Alcohol Deposit \$500.00 = \_\_\_\_\_ Total

Weddings require a non-refundable \$150.00 deposit to reserve rental date = \_\_\_\_\_ PAID: \_\_\_\_\_  
(\$150.00 will not be forfeited if event date is not used) DATE

P.A. Rental: \$30.00 per event

**\*DEPOSIT WILL BE FORFIETED IF PREMISES ARE NOT CLEANED ON DAY OF RENTAL!**  
**\*ALL ITEMS LEFT BEYOND RENTAL DATE MAY BE DISPOSED OF WITHOUT WARNING \***

MAKE CHECK PAYABLE TO: Parkersburg Veteran's Building

To receive deposit refund, premises must be cleaned according to the inspection requirements. Inspection requirements are posted at the building or attached to the back of this lease. NO DECORATIONS IN BATHROOMS. ALL CEILING DECORATIONS MUST BE HUNG FROM APPROVED HOOKS AVAILABLE. NO TAPE, NAILS, SCREWS, OR STAPLES ALLOWED ON CEILING.

No alterations or damage to the facility is allowed. Damages may be assessed to the Lessee if necessary.

LESSEE IS RESPONSIBLE FOR ALL DAMAGES TO PROPERTY.

The City of Parkersburg and Veteran's Board is NOT responsible and does NOT provide any liquor liability insurance for the serving or selling of alcohol, and shall be held harmless from suits of this nature. Absolutely NO UNDERAGE DRINKING. According to Iowa law this is a NO SMOKING public building.

**I agree to the above conditions, restrictions, and contract amounts as listed on this contract.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

# NOTICE

## TO RECEIVE YOUR DEPOSIT BACK, THE FOLLOWING ITEMS MUST BE COMPLETED:

**\*DEPOSIT WILL BE FORFIETED IF PREMISES ARE NOT CLEANED ON DAY OF RENTAL!**  
**\*DECORATIONS OR OTHER ITEMS LEFT MAY DISPOSED OF WITHOUT WARNING \***

- ✓ Wipe off and clean tables and/or chairs.
- ✓ Put all tables & chairs away.
- ✓ Clean out sinks.
- ✓ Clean floors: Sweep, mop up spills, vacuum rugs if necessary
- ✓ Take garbage to dumpster, including bathroom receptacles.
- ✓ Shut off all lights, including in the bathrooms.
- ✓ Lock all doors and close windows.
- ✓ DO NOT move stage or deposit will be forfeited.
- ✓ If you used the grills or stove, turn off gas before leaving.
- ✓ The grills must be cleaned and oiled to prior condition.
- ✓ Thermostats are set at 55 in winter and 80 in summer.

**CATERERS ARE RESPONSIBLE FOR  
CLEANING UP KITCHEN & TURNING GAS OFF**