

# Champlin Hall

## 115 2<sup>nd</sup> Ave W

### Rules and Regulations, Rental Fees and Agreement

1. The City of Cresco will not be responsible for lost, stolen, or damaged items brought into the building prior to, during, or after the event. Nor will they be responsible for items not removed from the building after the event.
2. The Renter agrees to hold the City harmless from any liability arising from the conduct of the renter or guests during the event. The City of Cresco is NOT responsible for accidents.
3. We do require a \$50 deposit due and payable upon signing the rental agreement to hold your reservation date. The Rental & Security/Damage Deposit is made through the Cresco City Hall office. The rent **MUST** be paid before the event. A key for the facility can be picked up at City Hall Monday-Friday, 8:00 a.m. – 4:30 p.m. –563-547-3101.  
**\*\*You may set up the day before after 4 p.m. City Hall must be notified if you need to setup before that time so arrangements to have it cleaned before that time can be made.  
\*\***
4. The Security/Damage Deposit will be returned in full or in part after the event only when the key is returned and inspection of the building and contents are found undamaged and properly cleaned. If you cancel 30 days in advance of your booking date the deposit will be returned. **The person signing the contract will be responsible for all damages incurred over the deposit amount.**
5. Champlin Hall is a smoke-free area. No smoking allowed inside the building.
6. Minimum age for renting the building is 18 years old. The renter must sign the rental agreement for the group and will be held responsible.
7. Children must be supervised by a responsible adult 18 years or older.
8. **Do not use tape on walls, ceilings, floors, or table. No duct tape or Scotch tape, glue or glue guns, staple guns, thumbtacks, nails, or painting will be allowed. Ceiling clips are available, please ask. No glitter or confetti.**
9. The Cresco Police Department may enter the building during an event to ensure the safety and welfare of all participants of the building.
10. When moving tables and chairs, please carry them. Do not drag them across the floor to prevent damage to the floor, tables, and chairs.
11. No animals, other than Seeing Eye dogs or animals used for health and well-being of the blind or handicapped, will be allowed in the building.
12. No equipment belonging to the City of Cresco, such as chairs, tables, or kitchen equipment will be removed from the building prior to, during, or after the event.
13. All wet & dry spills should be cleaned up at the time of the spill. There will be a broom, cleaning supplies & mop in the storage room (in north east corner) available for your use.
14. Movies are shown in the theatre every night at 7 p.m. and a 2 p.m. Sunday matinee. You will be able to hear the movie in Champlin Hall. Some movies are louder than others. We ask that any music or movies playing do not interfere with the movie.
15. Beer and wine may be consumed but may not be dispensed from a container larger than five (5) liters. Only beer, wine (including champagne), and wine coolers can be given

Inspected by \_\_\_\_\_

**Return or mail to:**  
City of Cresco City Hall  
130 N Park Pl  
Cresco, IA 5216

## CHAMPLIN HALL RENTAL AGREEMENT

Rental for Champlin Hall for a one-day event is \$125 Friday – Sunday and \$100 Monday – Thursday. Events must be paid for prior to receiving a key at City Hall. A \$50.00 deposit is due and payable upon signing this agreement, in order to hold that date for you. If you cancel 30 days in advance of your booking date the deposit will be returned. **Make checks payable to: City of Cresco.**

“I understand that there is a deposit of \$50.00. The building will be inspected following the function and I am liable for anything broken or missing. If I do not choose to clean up following the event or it is not cleaned up satisfactorily, the cost of such clean-up will be deducted from my deposit. In the event the damages amount is more than the deposit, I hereby agree to be responsible for such damages. The deposit will be returned if the regulations are complied with. I, the undersigned renter, have received a copy of the rules and regulations and hereby agree to the terms as written.”

**Date of Reservation** \_\_\_\_\_

**Circle one:** Sun. - Mon. - Tues. - Wed. - Thurs. - Fri. - Sat.

**Renter Name:** \_\_\_\_\_

**Street:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** ( ) \_\_\_\_\_

**Group Represented:** \_\_\_\_\_

**Dated this** \_\_\_\_ **day of** \_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Renter Signature

(for office use)

**Fee:** \$ \_\_\_\_\_  
Date Paid Initials

**Key #**

**Deposit:** \$ \_\_\_\_\_  
Date Paid Initials **Received by** \_\_\_\_\_

\_\_\_\_\_  
**Inspected by**