

MICHAEL J. MANATT COMMUNITY CENTER
FUNERAL/SPECIAL CIRCUMSTANCE
RENTAL AGREEMENT

The Michael J. Manatt Community Center, owned by the City of Brooklyn, Iowa, is located at the junction of Jackson Street and Front Street in Brooklyn. The facility was completed in 2008 and has meeting/conference space to accommodate 360 people seated for dinner and also has a full kitchen. It is appropriate for wedding receptions, family gatherings, conference and civic group meetings.

It can be divided into 2 separate rooms each accommodating approximately 140 people seated for dinner. The facility should be reserved in advance and is booked on a first come, first serve basis. Reservations can be made by contacting the Community Center Manager at 641-522-2424 or 641-325-1886.

The City of Brooklyn (hereinafter City) and the Renter named below agree as follows:

DEPOSIT AND RENTAL FEES

Reservations may be made up to one year in advance. A deposit equal to the facility rental schedule is due at the time of booking. Deposit fees will be refunded in full if the event is canceled more than 90 days prior to rental date. Cancellations made 60 to 90 days prior to the rental date will be refunded one-half the deposit fee. No deposit will be refunded for cancellations made less than 60 days prior to the rental date. The deposit will be a credit on the final invoice. Rental amounts shall be due in accordance with the following schedule:

Name of group: _____ **Date:** _____

SPECIAL CIRCUMSTANCES & OTHER RENTAL SCHEDULE

Rental Fee

<input type="checkbox"/> Funeral – entire Facility	\$100.00	
<input type="checkbox"/> Board Room	\$ 25.00	_____
<input type="checkbox"/> Facility Lobby Only	\$ 50.00	_____
<input type="checkbox"/> Kitchen only over 4 hours	\$150.00	_____

<input type="checkbox"/> Kitchen only less than 4 hours	\$75.00	_____
<input type="checkbox"/> Afternoon Short Term Rent (under 50 people)	\$ 100.00	_____

- Five hour maximum on weekday Sunday through Thursday or weeknight evening, North or South Room only.
- Event must be within 30 Days of reservation.

CHINA, LINEN & GLASSWARE RENTAL SCHEDULE

- **Quantities for these items may be limited**

	# Reserved	Rental Fee
<input type="checkbox"/> China, Glassware, and/or Table Service	\$2.50/setting	_____
<input type="checkbox"/> White Linen Tablecloth (in-house)		_____
Round	\$ 6.00	_____
Rectangle	\$ 10.00	_____

- **NOTE:** Linens of various colors and styles are available. Ask Manager for options and price quotes

ADDITIONAL ITEMS

Rental Fee

<input type="checkbox"/> Cable Television	\$30.00	
<input type="checkbox"/> IT Professional	Based on needs	
<input type="checkbox"/> Optional Cleaning Fee	\$ 25.00/person/hour	<i>Determined Post-event</i>

<input type="checkbox"/> Security Officer	\$ 20.00/hour	_____
<input type="checkbox"/> Stage	\$100.00	_____
<input type="checkbox"/> Arch	\$ 50.00	_____

A/V EQUIPMENT

- CD
- DVD
- Microphone – Hand held Lapel

- Bringing laptop for play list
- Bringing laptop for PowerPoint program
- Bringing own projector

Payment of the rental amount entitles the renter to use the facility from 9:00 a.m. until 12:00 midnight the day of the reservation with clean up finished by 1:00 am. Special arrangements must be made for use past 12:00 midnight and an additional rental fee may be charged.

Payment is due upon receipt of final invoice. A \$10.00 late fee will be charged after 30 days. Any invoice that had not been paid within 60 days will go to small claims court.

PROHIBITED EVENTS AND ACTIVITIES

No commercial sales will be booked or allowed in the facility or on the parking lot. No estate or liquidation auctions will be permitted, but incidental charitable fundraising auctions in connection with other legitimately booked events are permitted. No animals are allowed in the facility with exception of service animals. The City is not responsible for noise in the facility. Renters should consider the noise tolerance for their activity and book accordingly. Renters are expected to be considerate of others simultaneously using the facility. Use of unauthorized intoxicants, drugs, controlled substances including marijuana, firearms and illegal gambling in any form is strictly prohibited.

ALCOHOL USE

The City is a liquor control licensee and all alcohol consumed on the premises must be purchased from the City in accordance with the established practice for serving of alcohol within the Michael J. Manatt Community Center. The City retains the right to refuse to serve alcohol at any event or to any person for any reason or for no reason whatsoever, and further reserves the right to terminate any event that (in the sole judgment of the City or those acting under its authority) has become unruly or improperly managed or is a risk to any person or property. If any event is so terminated, there shall be no return of rental amounts or deposit and the same shall be forfeited. The City further will set the price for alcoholic beverages sold on the premises, which may change from time to time and without notice. The schedule of the prices applicable will be provided on request.

Security is required for all weddings, all dances, and events in excess of 100 people, or at the discretion of the MJM Center Director. Security will be present until the event is terminated and the facility is closed. The renter will pay for the cost of providing the security person. No alcohol will be served until the security person is present.

DAMAGE DEPOSIT

The deposit is given to assure that the facility is left in the same condition as when possession was taken. If in the sole judgment of the facility manager, the facility was not left in the condition it was in prior to use, or if additional cleaning, repairs, or other damages have occurred, the rental deposit may be retained in full or in part, with or without notice to the renter. This paragraph in no way limits the responsibility of the renter for any damages to the facility. Cleanup costs shall be billed at the rate of \$25 per hour per person and shall be deducted from the deposit. If cost of cleanup exceeds the deposit, renter will be billed for the excess. The City's retains the right to refuse to rent to the same persons or group in the future if they have failed to leave the facility clean or if damages occurred. Broken china or glassware will be charged at replacement cost plus shipping.

SET UP AND TABLE ARRANGEMENT

The facility custodian will set up tables and chairs in accordance with one of several arrangements to be selected by the renter.

DECORATIONS

Renter will be limited to free standing floor display and table decorations only. No decoration shall be taped or attached to the ceiling or walls, tables, chairs, window door glass or to building exterior. No table "sprinkles", rice, stickers, confetti, or like decorations are allowed to be used in the facility. Renter may decorate the night before if facility is open but this is not guaranteed. Renter shall remove all decorations except if scissor lift is required.

NO SMOKING FACILITY

We conform to the Iowa Smoke Free Air Act.

ALCOHOL AND GENERAL USE POLICY

Renter must review and abide by Community Center alcohol policy and general use guidelines

RENTAL AGREEMENT

MICHAEL J. MANATT COMMUNITY CENTER
105 Jackson Street, PO Box 328 • Brooklyn, IA 52211 • 641-522-2424
Dorothy Thompson 402-990-9483 • Email: manager@brooklyncomctr.com

Name of Group/Individual _____

Contact Person _____ Email _____

Phone (Day) _____ (Evening) _____ (Cell) _____

Address _____

Date (s) of Activity _____ Type of Activity _____

Time: from _____ to _____

Room (s) Reserved _____ Approximate Attendance _____

Deposit Amount Due _____ Date Deposit Paid _____ Cash Check # _____

Deposit Amount Refunded _____ Date Returned _____ Check # _____

If full deposit not returned, state reason(s) _____

If damages billed in excess of deposit,

Amount/Date Billed _____ Date Damages Paid _____ Cash Check # _____

***Total Rental Fee Due** _____ Date Rent Fee Paid _____ Cash Check # _____

**Includes facility, china, linen, glassware, and security person fees. Does not include optional cleaning fees.*

Bar Service Yes No Bar Service Hours _____ to _____

Open Bar – Paid by Renter Cash Bar – Paid by Guests

Limited Host Bar Tickets # _____ Dollar Limit \$ _____

() Kegs _____ \$ _____

Special order (liquor, beer, etc.) _____ \$ _____

Alcohol Agreement Signed & Attached to this Rental Agreement

***Cleaning Service** Yes No

** This fee will be deducted from deposit. If cost exceeds deposit, renter will be billed excess.*

Caterer _____ Phone Number _____

Renter will be recipient of final invoice and solely responsible for payment.

I have read and agree to the rental contract stipulations.

(Renter Signature) Date _____

(Manager Signature) Date _____

MICHAEL J. MANATT COMMUNITY CENTER

ALCOHOL POLICY

SECURITY PERSON

The Michael J. Manatt Community Center rules require that one or more security persons must be on duty at any function where alcoholic beverages are served. The Community Center will furnish a security person. The cost of the security person will be on a hourly basis and paid in advance as part of the total rental fee due.

The charge for a security person is \$20.00 per hour. The security person must be on duty from the time the serving of alcoholic beverages commences until the event ends.

BARTENDERS

The Michael J. Manatt Community Center will furnish bartenders for beverage service at your event. The bartenders are paid by the Michael J. Manatt Community Center. However, tips will be appreciated.

The bartenders may at their discretion refuse service to any person at the event. If any person violates the rules of general good behavior at an event, he or she may be asked to leave.

The City of Brooklyn is the holder of a Liquor License and Dramshop Insurance. If the bartenders believe that a person should not operate a motor vehicle, it then becomes the responsibility of the person or persons who scheduled the event to make certain that the person or persons are not allowed to drive. Arrangements should be made prior to the event to assure that designated drivers are available if needed.

IT'S THE LAW

The City of Brooklyn is licensed under the laws of the State of Iowa to sell and serve alcoholic beverages. Do **not** attempt to bring into the Michael J. Manatt Community Center any of your own alcoholic beverages (beer, wine, liquor). If caught, the alcoholic beverages will be taken from you and you will be asked to leave and not return. Iowa law requires that all alcoholic beverages consumed here must be purchased here.

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I have read and agree to the alcohol policy stipulations.

_____ Date

(Renter Signature)

Date

(Manager Signature)