

Ackley Recreation Club

902 8th Ave, Ackley, Ia 50601

Phone (641)847-3475

www.ackleyrecclub.com

Agreement of Policies and Rules

RENTAL OF THE ROOM: The renter agrees to pay all rental charges unless stated differently. As the renter you will agree to pay 50% of the charges at time of booking and signing of this contract. Full balance is due 30 days before the event.

- 1) The rental fee includes **two bartenders**. The renter may request a third bartender and the cost will be \$15.00 per hour. The bartender must be pre-approved by ARC, and is an employee of ARC due to insurance reasons.
- 2) **Refund policy** for cancellation is as follows: You must cancel **30 days** prior to event in order to receive the full refund. Within 15 days of event you will receive half of the deposit.

Wedding Rentals:

Ballroom for weddings..... \$600.00

Bar & Kitchen will close to public at 2 pm Saturday. Bar & kitchen will remain open to public all other days

Extra day to set up.....\$100

Extra day to take down.....\$100

Kegs of beer.....8 gallon keg - \$175 and 16 gallon keg - \$275 (2 kegs maximum)

Liquor, beer and wine is subject to quantity and pricing

Weekly rental price table

WEEKDAY RENTAL price + tax (Mon, Tues, Wed, Thurs)	Hours Rented	Nonmember cost	Member Cost	Charitable Cost
Ballroom	4	\$ 200	\$ 150	\$ 150
Ballroom	6	\$ 300	\$ 225	\$ 225
Ballroom	8	\$ 400	\$ 300	\$ 300

Weekend rental price table

WEEKEND RENTAL price + tax (Friday, Saturday, Sunday)	Hours Rented	Nonmember cost	Member Cost	Charitable Cost
FULL facility (Bar side will close to public 2 pm Saturday. All other days it will remain open to public)	8	\$ 600	\$ 450	\$ 450
Ballroom	4	\$ 300	\$ 225	\$ 225
Ballroom	6	\$ 350	\$ 262.50	\$ 262.50
Ballroom	8	\$ 450	\$ 337.50	\$ 337.50

All pricing is subject to sales tax where applicable.

Class Reunion – flat fee for entire Day \$250

This price includes partial use of kitchen, but not flat grill or fryer. Drinks **MUST** be purchased from the club. Food may be brought in or purchased from the club.

CLEAN UP

- 1) **DAMAGE DEPOSIT-** Renter shall be responsible for **all costs of repairs or replacement of damaged items.**
- 2) The facility should be left in the same condition it was found in.
The renter agrees to pay a damage deposit of **\$100.00 with a separate check.**
The renter and the manager will inspect the facility prior to and after event to check for any damages. If there aren't any damages your check will be returned.
- 3) The building and grounds shall be left in a clean and orderly condition at the end of the rental agreement. Failure to do so **WILL** result in a loss of part or all of your damage deposit and may cause you to incur additional charges for necessary cleanup after the event. Brooms are provided for renters please clean and sweep the entire facility.
- 4) **Dumpsters are located on north end of driveway; trash cans in ballroom and the kitchen are all required to be emptied.**
- 5) Replacement garbage bags & towels are located in maintenance closet north of bathrooms.
- 6) Wipe down all countertops, tables and chairs. Tables and chairs should be returned and stacked neatly in middle of ballroom. An ARC employee will move the chairs to the wall after the floor is cleaned. **Outside debris** must be picked up and thrown away. All beer bottles, cans, & glasses need to be brought back to the bar to be cleaned by the bartenders.
- 7) If you want an ARC employee to tear down and clean for you (**YOU MUST TAKE YOUR BELONGINGS WHEN FINISHED**) and \$150 payment will be collected to be paid to employee.

DECORATING

- 1) **Nails, screws, and tape are PROHIBITED to hang decorations on walls, ceiling, floors, doors or any other part of this facility or furniture.** Approved adhesive will be displayed at time of deposit.
- 2) No rice, bird seed, or sand is allowed in the facility.
- 3) Unused chairs and tables need to be taken to the basement and returned to ballroom during clean up.
- 4) Unlawful use of the facility is prohibited. Renter agrees to abide to all city ordinances, State of Iowa, and Fed Laws.
- 5) **NO FIREWORKS or OPEN FLAMES ARE ALLOWED due to ARC insurance.**

LIQUOR- ACCORDING TO STATE LAW, ALL LIQUOR MUST BE PURCHASED THROUGH ACKLEY RECREATION CLUB. ABSOLUTELY NO OUTSIDE ALCOHOL CAN BE BROUGHT ON THE GROUNDS.

- 1) If caught, you will be charged a fee of \$100.00 and forfeit your damage deposit, and the party will be asked to leave the grounds.
- 2) The Ackley Recreation Club employees will **not** be serving any type of alcohol to anyone under the age of 21 and have the right to refuse service to anyone.
- 3) All alcohol must be served by a pre-approved bartender that is an employee of ARC.
- 4) According to State Law it is the responsibility of the renter to supervise and eliminate underage drinking.
- 5) There is a **15% handling charge** on all alcohol that ARC does not stock

KITCHEN

- 1) **The kitchen & bar will remain open to the public- except when the facility is rented for 8 hours or more on SATURDAY – then it will close at 2 pm to the public. All other days- kitchen & bar will remain open to public.**
- 2) When using the kitchen, the renters are responsible to return it to the original state. This includes cleaning all surfaces and removal of trash.
- 3) Towels, 2 electric roasters, 2 drink dispensers, and a coffee pot are available for renters use. There will be a drawer of utensils for your use, and they must be washed and returned.
- 4) A walk through with manager, renter, and caterer is mandatory.

SMOKING- NO SMOKING is allowed inside the rental facility.

Snacks in Bar Room Only

To keep our food license, we must charge \$50 plus tax if snacks are brought into the bar without a contract and the club will not be liable for your snacks.

Course Rental- Course is open to rent Monday, Wednesday and Friday all day and Tuesday or Thursday 8 am - noon. Tournaments that are grandfathered in will be allowed to hold weekend tournaments and the cost is **\$400**. No rental of the course on Saturday, Sunday or holidays is allowed, unless It is approved by the ARC board. This rental includes the Ballroom & partial use of kitchen.

CONCLUSION- **No guests are allowed on the golf greens or tee boxes.** Children are not allowed in the kitchen, bar area, or outside unsupervised. The ARC is not responsible for injuries. The renter is responsible for all damages.

The undersigned, herein known as the applicant, understands and agrees they assume all risk for loss, damage, liability, injury, and fees incurred during the use of the ARC. The renter further agrees they cannot hold ARC employees, board members, or customers harmless of any loss, claims, liability or damage, and / injury to people and property that in any way may be caused by the renter use or occupant of the building, consumption of alcoholic beverage by applicant and guest while using or the occupying the building. (attorney review) The applicant further agrees to be personally

responsible for any damage sustained to the grounds, building, furniture or equipment as a result of occupancy at ARC. My signature certifies all information provided on this application is true. This includes the consumption of alcohol and that I am at least 21 years of age. I understand and agree that any misstatements or omissions of material facts herein, may cause forfeiture of my deposit. I hereby accept and agree to the terms as set forth above and to all terms set forth in the rental agreement.