

THE
Shore
 EVENT CENTRE

4111 N. Riverview Drive Bellevue, Iowa 52031 Phone: 563-231-0670

Rental Agreement

Lessee Information

| | |
|--------------------------------|--|
| Primary Contact Name | |
| Street Address | |
| City, State, Zip Code | |
| Phone Number | |
| Email Address | |
| Additional Contact Name | |
| Phone Number | |

Event Details

| | | | |
|------------------------|-------------------|-----------------|-------------------|
| Nature of Event | | | |
| Date(s) | Start Time | End Time | Attendance |
| | | | |

Initial _____ **Date** _____

Terms & Conditions

1. The Shore Event Centre hereby leases to the Lessee the building located at 4111 North Riverview Drive Bellevue, Iowa 52031, such Leased Premises being described as:

The Shore Event Centre

2. The Leased Premises shall be used by the Lessee on the Event Date(s) solely for the following purposes:

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3. All computer, networking or presentation equipment needs of the Lessee shall be provided to The Shore Event Centre no later than 24 hours prior to the event date.

4. If Lessee's use of the Leased Premises will include food service of any kind, Lessee must notify Lessor at least 4 weeks prior to the Event Date(s). Food service can be provided by Off Shore Bar & Grill or obtained through any caterer pre-approved by the Lessor. Lessee shall deal directly with the caterer subsequent to Lessor's approval. Lessor is not responsible for food planning or payment.

Caterer: _____

5. In the event alcoholic beverages are to be served, Lessee shall, at its sole risk, cost and expense, comply with all liquor laws of the state of Iowa, and Off Shore Bar & Grill. Alcoholic Beverages **cannot** be brought into the facility from any outside sources.
6. Lessee's use of the Leased Premises shall be in compliance with all applicable federal, state of Iowa, and local laws and ordinances and all lawful orders, rules and regulations. Lessee further agrees to observe and comply with all rules and regulations adopted by Lessor concerning the use of the Leased Premises, including, without limitation, all parking regulations.
7. Access to the Leased Premises shall be coordinated with The Shore Event Centre, which can be reached at (563) 231-0670. Lessee shall have access to the Leased Premises at the times specified on the face of this Agreement on each of the Event Date(s), and additional access, as required, may be arranged through the noted contact person of the Lessor.

Initial _____ **Date** _____

8. Lessee shall pay the Lessor a rental fee of \$_____, plus all other charges to be paid by Lessee under this Agreement (collectively, the “Rental Fee”). Lessee shall pay a deposit of 100% of the contract amount upon the execution of this Agreement, which will be applied against the Rental Fee.

Initial _____ **Date** _____

9. In the event the customer cancels the contract, the full amount of the deposit will be refunded if notification of the cancellation is received more than 365 days prior to the event. If the reservation is cancelled less than 365 days before the event, the deposit will be refunded if another event is booked for that date.

10. If alcoholic beverages will be served at the event, the bar will close at least 15 minutes prior to the end time. If the bar includes complementary keg beer, *each keg ordered* must be paid for in full. Standard Banquet gratuity of 18% applied to all events on liquor, beer and wine.

11. Any special order alcohol by Lessee not stocked by Off Shore Bar & Grill will be purchased by Lessee at the current Off Shore Bar & Grill rate. Any special order alcohol not consumed will become the property of Lessee and must be removed from The Shore Event Centre premises by appointment on or before the Wednesday following the Lessee’s event, or will become the property of Off Shore Bar & Grill.

12. Alcohol & soda prices are subject to change due to market fluctuations, distributor expenses, and other unforeseen circumstances.

13. Lessee agrees to pay \$20 per bartender per hour during the event held at The Shore Event Centre.

14. It is the responsibility of the Lessee to assist The Shore Event Centre staff in making sure all guests have left the facility no more than 30 minutes after the agreed upon end time, or an additional hour will be charged at the non-reception hourly rates. Those helping to tear down decorations are excluded from this agreement.

15. Lessee agrees to accept the Leased Premises in its “as is” condition with all “faults”.

Initial _____ **Date** _____

16. Lessee shall indemnify, defend and hold harmless Lessor, its Board of Directors, officers, agents and employees from and against any and all loss, costs (including attorneys' fees), damage, expense and liability (including statutory liability and liability under workers' compensation laws) in connection with claims, judgments, damages, penalties, fines, liabilities, loses, suits, administrative proceedings, arising out of any act or neglect by Lessee, its agents, employees, contractors, licensees, invitees, representatives, in, on, or about the Leased Premises. This indemnity shall survive the termination of the Agreement. Lessee hereby releases Lessor from any and all liability or responsibility to Lessee or anyone claiming through or under Lessee by way of subrogation or otherwise for any loss or damage to equipment or property of Lessee covered by any insurance then in force.
17. Lessee shall not assign any interest in this Rental Agreement or otherwise transfer or sublease the Leased Premises or any part thereof or permit the use of the Leased Premises to any party other than Lessee.
18. Lessor may terminate this Agreement based upon any one or more of the following events:
- a. failure of Lessee to pay the Rental Fee or any other charges due hereunder when the same is due: or
 - b. failure by Lessee to perform any of its covenants hereunder.

In any of the aforesaid events, and in addition to any and all other rights and remedies available to Lessor by law or in equity, Lessor may, with or without further notice, forthwith terminate this Agreement and expel and remove Lessee, or any other person or persons in occupancy of the Leased Premises, together with their goods, using such force as may be necessary in the judgment of Lessor or its agents in so doing, without evidence of notice or resort to legal process or becoming liable for any loss or damage which may be occasioned thereby, and repossess and enjoy the Leased Premises, and in addition to any other remedy it may have, Lessor may recover from Lessee all damages it may incur by reason of such breach by Lessee.

19. Lessee shall use the Leased Premises in a manner which shall not cause interference with the use or occupancy of other portions of the Property by Lessor or others in any way. Lessee shall be responsible for ensuring that its guests, invitees, agents and employees do not cause damage, loss or waste upon the Leased Premises or any other party of the Property.
20. If the Lessee wishes to extend the reception an additional hour on the day of the event, the lessee will pay a rate of \$200 per hour.

Initial _____ **Date** _____

21. If any damage occurs to the Leased Premises, or if any repairs or replacements are required to be made to the Leased Premises as a result of Lessee's use of the Leased Premises, Lessee shall pay Lessor for any such damage, repairs or replacements upon demand by Lessor.
22. Any notices required to be given under this Agreement shall be made in writing and delivered by hand or first class mail to the parties at the addresses shown for each of the parties on the first (1st) page of this Agreement, or to such other address as either party may notify the other party.
23. All linens needed by the Lessee may be rented through The Shore Event Centre. Lessee shall notify Lessor of the number of linens needed two weeks prior to the event.
24. The Shore Event Centre can provide up to 40 eight-foot banquet tables, 30 60-inch round tables and 450 white folding chairs for indoor use, and 30 patio tables with 120 chairs for outdoor use. Any additional tables and chairs needed may be rented through The Shore Event Centre.
25. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa. Any legal actions, claims or demands shall be handled in a court of competent jurisdiction within the State of Iowa.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date first above written.

[LESSEE}

[LESSOR]

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Its Authorized Agent

Date: _____

The Shore Event Centre

Initial _____

Date _____

THE
Shore
EVENT CENTRE

4111 N. Riverview Drive Bellevue, Iowa 52031 Phone: 563-231-0670

Deposit Information

Amount Due: _____

| | |
|----------------------------|--|
| Name on Credit Card | |
| Credit Card Number | |
| Expiration Date | |
| Signature | |
| Date | |

Notes

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Initial _____ **Date** _____