

CITY OF NEWHALL PAVILION RENTAL AGREEMENT

Newhall City Hall - 11 2nd Avenue - Newhall, IA 52315 - 319-223-5709

CONTACT INFORMATION

Name	Date of Event
Address	Event
City, State	Phone #

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206 3rd Ave	Rental	<input type="text"/>	\$150/\$200	Date Pd	<input type="text"/>	10 Round, 10 Rectangle, 5 Small Rectangle Tables, 100 Chairs
Main Pavilion	Deposit	<input type="text"/>	\$200	Date Pd	<input type="text"/>	
324 RR St	Rental	<input type="text"/>	\$75	Date Pd	<input type="text"/>	4 Round, 2 Rectangle, and 40 Chairs
West Pavilion	Deposit	<input type="text"/>	\$200	Date Pd	<input type="text"/>	

PAVILION RULES

- 1 NO SMOKING in any part of the building
- 2 Return all chairs to their rack. Tables should remain up
- 3 DO NOT use nails, tacks, staples, tape, or command strips on walls, doors or tables
- 4 Nothing should be hung from the ceiling or leaned on walls that could cause a mark
- 5 No pets are allowed inside the pavilion (service dogs allowed)
- 6 Wipe off all tables, chairs, counters, and appliances
- 7 Sweep and mop floors and vacuum rugs
- 8 Clean restrooms, including the garbage, wall, stall doors, floor, sink, and toilets
- 9 Pick up all trash outside and around the building
- 10 Drape damp or wet towels over the counter and sink to dry
- 11 Do NOT remove curtains from the windows
- 12 Turn off ALL lights and fans – including the restrooms and entry way
- 13 Lock all doors and windows. PLEASE check all doors!
- 14 The pavilion is yours 8am-midnight the day you have reserved, this includes cleaning
- 15 Return the key within 24 hours to the City Hall or the night deposit box

DEPOSIT FEES

Nails, tacks, staples, tape, command strips, were on walls, doors, ceiling, tables	\$50
Garbage was left in pavilion	\$25
Lights and/or fans were left on.	\$25
Doors and windows were not shut or locked	\$50
Floors were not swept or mopped, rugs were not vacuumed	\$25
Not clean - includes chairs, tables, appliances, sinks, toilets, and stall doors	\$25

I have read the rules and by signing, I agree with the rules and cleaning requirements. I understand the City of Newhall has the right to cash my deposit check if any or all items are not completed.

Name	Date
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