

# CITY OF NEWHALL

220 First St East PO Box 177

Newhall, IA 52315

Phone: 223-5709 Email: newhall@southslope.net

## Park Pavilion Rental Policy

	<u>MAIN PARK</u>		<u>WEST PARK</u>	
	<u>Rental</u>	<u>Deposit</u>	<u>Rental</u>	<u>Deposit</u>
Local Non-Profit Organization	\$25.00	\$100.00	\$25.00	\$100.00
1 Day Rental	\$100.00	\$100.00	\$50.00	\$100.00
Wedding, Reception or Dance	\$250.00	\$250.00	\$50.00	\$100.00

**Cancellation Policy:** If cancelled 60 days prior to date of rental a full refund will be returned

If cancelled 30 to 59 days prior to date of rental: 30% of fee will be returned.

If cancelled 29 days or less fee is forfeited.

**Reservations will be on a first come first serve basis.**

The Newhall City Hall accepts reservations 12 months in advance.

### **THE CITY OF NEWHALL HAS THE RIGHT TO REFUSE RENTAL PRIVILEGES TO ANY ONE OR GROUP**

The rental fee must be paid at the time of making the reservation and will be deposited.

The damage/cleaning/rental deposit check must/can be paid at the time of picking up the key.

***Deposit will be shredded within 5 working days of the rental date, provided all of the requirements are met:***

***No smoking in any part of building or grounds.***

***Put everything back where it was found. Including tables and chairs(unless worked out with next renter).***

***Do not use staples or tacks to hang decorations on the ceiling, ceiling fans, walls or tables.***

***Wipe off all tables, chairs, counters, and appliances.***

***Sweep and mop floors and clean up any spills.***

***Clean up any and all messes in the restrooms including toilets.***

***Pick up all trash and cans outside the building.***

***Carry out your trash.***

***During the winter the thermostat must be turned down to 55 degrees before you leave.***

***During the summer months the thermostat must be turned to 84 degrees before leaving.***

***Turn off the lights and fans in the restrooms and main shelter.***

***Lock all doors and windows and return the key to the Newhall City Hall within 48 hrs.***

***(You may drop them in the night drop box) If key is lost you will forfeit all of the deposit money***

***No pets allowed.***

The City of Newhall will not be responsible for items left on the premises. Lost and Found is located at City Hall.

***Report any problems to the Newhall City Hall: 319-223-5709.***

**The pavilion will be available at 7:00 a.m. on the rental date. Your rental ends at 12:00 midnight. Cleaning complete and lights turned off by that time.**

***Any deviations from this contract must have prior approval from the City Clerk.***

***\$25 fee will be deducted from the deposit if key is not returned within 24 hours***

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**PARK PAVILION RENTAL APPLICATION**

**COPY OF RENTER'S DRIVERS LICENSE IS REQUIRED AT TIME OF SUBMITTING RENTAL APPLICATION**

**RENTAL TIME REQUESTED IS ALL DAY. 7AM TO 12PM (MIDNIGHT)**

**RENTAL DATE REQUESTED:**

**PURPOSE OF RENTAL:**

**RENTAL NAME OR ORGANIZATION:**

**STREET OR MAILING ADDRESS:**

**CITY, STATE AND ZIP:**

**HOME PHONE#**

**CELL PHONE#**

I have read the Newhall Pavilion Rental Policy above and agree to the terms and time limits stated therein. I agree to be responsible for any rules not followed or damage done to the building while it is being used by me or my party, and to the fullest extent of the law, I agree to defend, pay in behalf of and hold harmless the City of Newhall, against any and all claims, demands suits, losses, including all cost connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of Newhall, its elected and appointed officials, and employees, by reason of personal injury, including bodily injury and death; and /or property damage, including loss of use thereof, which arises out of the alleged negligence of the renting party and/or in any way connected or associated with this agreement.

If the Park Pavilion is found in unsatisfactory condition after my use, I understand that I will, as a minimum, forfeit my deposit. I understand and agree that I am responsible for any City property that has been damaged, broken or destroyed as a result of this rental.

**SIGNATURE:**

**DATE:**

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**FOR CITY OF NEWHALL USE ONLY**

**DATE AND AMOUNT OF RENTAL:**

**DATE AND AMOUNT OF DEPOSIT:**

**DATE APPROVED FOR DEPOSIT**

**KEY RETURNED?**