Champlin Hall
115 2nd Ave W
Rules and Regulations, Rental Fees and Agreement

1. The City of Cresco will not be responsible for lost, stolen, or damaged items brought into the building prior to, during, or after the event. Nor will they be responsible for items not removed from the building after the event.
2. The Renter agrees to hold the City harmless from any liability arising from the conduct of the renter or guests during the event. The City of Cresco is NOT responsible for accidents.
3. We do require a $50 deposit due and payable upon signing the rental agreement to hold your reservation date. The Rental & Security/Damage Deposit is made through the Cresco City Hall office. The rent **MUST** be paid before the event. A key for the facility can be picked up at City Hall Monday-Friday, 8:00 a.m. – 4:30 p.m. –563-547-3101. **You may set up the day before after 4 p.m. City Hall must be notified if you need to setup before that time so arrangements to have it cleaned before that time can be made. **
4. The Security/Damage Deposit will be returned in full or in part after the event only when the key is returned and inspection of the building and contents are found undamaged and properly cleaned. If you cancel 30 days in advance of your booking date the deposit will be returned. **The person signing the contract will be responsible for all damages incurred over the deposit amount.**
5. Champlin Hall is a smoke-free area. No smoking allowed inside the building.
6. Minimum age for renting the building is 18 years old. The renter must sign the rental agreement for the group and will be held responsible.
7. Children must be supervised by a responsible adult 18 years or older.
8. **Do not use tape on walls, ceilings, floors, or table. No duct tape or Scotch tape, glue or glue guns, staple guns, thumbtacks, nails, or painting will be allowed. Ceiling clips are available, please ask. No glitter or confetti.**
9. The Cresco Police Department may enter the building during an event to ensure the safety and welfare of all participants of the building.
10. When moving tables and chairs, please carry them. Do not drag them across the floor to prevent damage to the floor, tables, and chairs.
11. No animals, other than Seeing Eye dogs or animals used for health and well-being of the blind or handicapped, will be allowed in the building.
12. No equipment belonging to the City of Cresco, such as chairs, tables, or kitchen equipment will be removed from the building prior to, during, or after the event.
13. All wet & dry spills should be cleaned up at the time of the spill. There will be a broom, cleaning supplies & mop in the storage room (in north east corner) available for your use.
14. Movies are shown in the theatre every night at 7 p.m. and a 2 p.m. Sunday matinee. You will be able to hear the movie in Champlin Hall. Some movies are louder than others. We ask that any music or movies playing do not interfere with the movie.
15. Beer and wine may be consumed but may not be dispensed from a container larger than five (5) liters. Only beer, wine (including champagne), and wine coolers can be given

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Inspected by

away by someone renting the Champlin Hall. Hard liquor cannot be given away. No admission charge or anything like that. The same facts are true if people bring their own bottles to an event. Only beer and wine products are allowed to be consumed. Hard liquor brought in your own bottle is NOT legal. The renter must observe the law of only serving to adults that are 21 years of age and older. Public intoxication is prohibited by state law and city ordinance.

16. **UPON COMPLETION OF THE EVENT.** All items brought into the building prior to or during the event will be removed. THE CITY OF CRESCO WILL NOT BE RESPONSIBLE FOR ITEMS LEFT IN THE BUILDING AFTER AN EVENT. All refuse to be discarded (decorations, paper plates, paper cups, etc.) will be placed in tied trash bags and set in the dumpster in the alley. Trash bags are provided. Return all tables, chairs and furniture to their original positions. A picture is on the refrigerator in the kitchen.
17. –**PLEASE WIPE THEM OFF.**

Make sure:

1. **All doors are locked.**
2. **All lights, fans, and appliances are turned off.**
3. **All garbage is collected and set in the dumpster-put new bag in.**
4. **Floors, tables, kitchen, and bathrooms are clean.**
5. **Check floors. (Vacuum/mop up spills/sweep)**
6. **Check toilets and sinks. Empty trash in bathrooms.**

18. **We are here to serve you as comfortably and safely as possible and also to see that your special event runs smoothly. If you have any special requests, please ask. We will do what we can to make your event as special as you would like it to be. City Hall: (563) 547-3101.**

Thank you for choosing Champlin Hall for your event.

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Return or mail to:
City of Cresco City Hall
130 N Park Pl
Cresco, IA 5216

CHAMPLIN HALL
RENTAL AGREEMENT

Rental for Champlin Hall for a one-day event is $125 Friday – Sunday and $100 Monday – Thursday. Events must be paid for prior to receiving a key at City Hall. A $50.00 deposit is due and payable upon signing this agreement, in order to hold that date for you. If you cancel 30 days in advance of your booking date the deposit will be returned. **Make checks payable to: City of Cresco.**

"I understand that there is a deposit of $50.00. The building will be inspected following the function and I am liable for anything broken or missing. If I do not choose to clean up following the event or it is not cleaned up satisfactorily, the cost of such clean-up will be deducted from my deposit. In the event the damages amount is more than the deposit, I hereby agree to be responsible for such damages. The deposit will be returned if the regulations are complied with. I, the undersigned renter, have received a copy of the rules and regulations and hereby agree to the terms as written."

Date of Reservation _____

Circle one: Sun. - Mon. - Tues. - Wed. - Thurs. - Fri. - Sat.

Renter Name: _____

Street: _____

City/State/Zip: _____

Phone: **(____)** _____

Group Represented: _____

Dated this _____ day of _____, 20 _____ _____
Renter Signature

(for office use)

Fee: $_____ _____ _____ _____ Key # ☐
Date Paid Initials

Deposit: $ _____ _____ _____ Received by _____
Date Paid Initials

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