

**Windsor Heights Community and Events Center
Guidelines & Fee Structure**



**Windsor
Heights**
the heart of it all

CLASS A:

Private interest groups who charge admissions and dues for their own purposes, businesses conducting in-house training for their own employees, meetings, and private parties. (i.e. wedding or graduation receptions, family reunions, business meetings or birthday parties)

Hourly rate: Sunday – Friday (2 hour minimum)
Saturday Nov.-Mar. Saturday (5 hour minimum) -- April-Oct. (10 hour minimum)

1/3 of room \$35 per hour

2/3 of room \$50 per hour

Full room \$75 per hour

Concession Kitchen \$25/ accompanying Community & Events Center building rental

Concession Kitchen \$75/stand alone rental

Catering Kitchen \$25/ use (unavailable as a stand alone rental)

\$25 administrative fee.

FEE EXCEPTIONS and Discounts:

The following may receive a 20% discount on Class A rates during the week and on week-ends:

Windsor Heights residents (ID Required); and

Members of the Windsor Heights Chamber of Commerce.

The following may receive a 20% discount during the week, Monday - Friday:

Non-profit groups/organizations

(includes civic and service groups, government, religious groups, scout groups and youth organizations with no admission charged or if a charge is made, the net proceeds go entirely to a charitable purpose) Renters must possess a 501.C(3) certificate as defined by the Internal Revenue Service. For purposes of determining non-profit status, a tax exempt identification number and/or organizational or event budget may be requested at the time the rental reservation. Please note that Windsor Heights civic service groups receive the facility free of charge one time per calendar year, with approval of the City Administrator.

Events renting the Community Center wishing to reserve the performance pavilion or the softball field to utilize in conjunction for their event going on in the Community Center will receive a 25% discount off the cost associated with renting either the ball field and/or performance pavilion. This is NOT in addition to any other discounts.

The Windsor Heights Parks and Special Events Coordinator may waive the minimum rental fee or the rental fee entirely under special circumstances. Any request for a discount not stated or specifically noted in this document must be submitted in writing to the Parks and Special Events Coordinator. Examples may include emergency rentals in the event of a closure of another previously rented location, etc or large governmental board meetings (I-Jobs Committee). Economic hardship is not a valid reason for a discount. All approved and denied requests will be reviewed by the City Administrator.

CLASS B:

Businesses or individuals conducting activities in which a fee or admission is charged or items are sold for income or profit. Meetings are commercial in nature including soliciting, transacting financial business, enlisting potential customers for later sales contact, etc.

Hourly rate: Sunday – Friday (2 hour minimum)

Saturday Nov.-Mar. Saturday (5 hour minimum) -- Apr.-Oct. (10 hour minimum)

1/3 of room \$40 per hour

2/3 of room \$60 per hour

Full room \$90 per hour

Concession Kitchen \$30/ accompanying Community & Events Center building rental

Concession Kitchen \$75/stand alone rental

Catering Kitchen \$30/ use

\$25 administrative fee.

THE HALLWAY IS NOT RENTALBE SPACE; NO TABLES, FOOD, ETC. ARE ALLOWED IN THE HALLWAY; THIS PASSAGE IS A MAJOR EXIT ROUTE AND MUST BE KEPT CLEAR. COAT RACKS AND CHAIRS ARE THE ONLY ITEMS TO BE IN THIS AREA.

Alcohol surcharge Fees

Mandatory fees if alcohol is served at your event

1/3 of room \$50

2/3 of room \$100

Full room \$150

Kitchen \$25

Catering Kitchen \$25

Cleaning responsibilities: Renters must clean up the Community and Events Center after each rental.

When arriving, it is the renters responsibility to report any damages to the Parks and Special Events Coordinator in order that such might not be attributed to the user in the course of occupancy.

-Be prepared to start tearing down your event anywhere from 30 minutes up to one hour before your exit time.

-Remove all personal effects (food, all decorations, etc.). Tables must be cleared of all cups, plates, utensils, food, and table cloths.

-Wipe and clean tables. Cleaning supplies are provided. Tables and chairs should be returned to their starting position. If additional tables and chairs have been taken from the storage area, they should be returned to the storage area prior to departure.

-If either the catering or concession kitchen has been used, all items are to be removed from the refrigerator and the freezer

-Indoor restrooms should have the floors swept and moped and the counters cleared.

-Building Attendant will review building after your departure to ensure that facility and equipment are clean and returned to its original condition.

-Everyone out of the building and personal items out by exit time stated on contract.

DOWN PAYMENTS

RESERVATIONS ARE MADE BY PHONE BY CALLING 515-279-3662

Due at the time of booking, to reserve the date:

For events Sunday through Friday-- \$100 (or the entire rental amount, if their rental amount is less than \$100)

For events on Saturdays-- Half of the entire rental amount

Payment in full is due if rentals are made 4 weeks prior to the reservation date.

Type of payments:

*Cash

*Checks

Down payments are non-refundable on any cancellations.

We do not hold dates without a down payment and security deposits. All rentals are on a first come basis only.

BALANCES

*Balances on all contracts are due 4 weeks prior to your event.

*If cancellations occur after balances have been paid no refunds are allowed.

*When making reservations and your date is within 4 weeks of your rental date, full payment is expected and if using a credit card by phone the full amount will be charged immediately.

*Any invoices must be paid well advance of expressed rental date to insure a guaranteed rental date.

SECURITY DAMAGE/CLEANING DEPOSIT

\$200.00

If cancellation is within 60 days of rental date, security deposit will not be refunded.

****ALL PRICES ARE SUBJECT TO CHANGES****

KITCHEN

The kitchen provides a perfect space for caterers to work, or preparation space for family potlucks. Included in the usage fee is the following: use of the commercial size refrigerator, commercial size freezer, ice maker, dishwasher, stove, and microwave. Utensils are not provided.

MISC. EQUIPMENT

The Community Center has some equipment available to help your event/party be successful. Let us know when you make your reservations if you need to use any of the following:

Projector

Screen

Microphones

Sound system

Projector and Screen may be available for the 1/3 side for a \$25 fee

ALCOHOL

- *All users must sign and agree to the alcohol use policy
- * No glass allowed in the park.
- *All beer and wine must be served from within the confines of the Community Center rental space.
- *A Windsor Heights police officer may be required during your event if alcohol is served in accordance with the alcohol use agreement.
- * Cash bars or the service of spirits or liquor require proof of **DRAM SHOP INSURANCE and require appropriate State of Iowa Liquor License**. It is the responsibility of the renter to secure the State of Iowa Liquor License or insure that the caterer has the appropriate license.

ROOM SET-UP

Set-ups are the responsibility of the renter. Tables and chairs are provided in the rental cost. Allow approximately one hour before your event starts for setting up. Room rental fees begin when you or anyone associated with your event enters the building. Please discuss with any outside vendors their needed set up times or kitchen use time.

CIRCLE DRIVE AND VENDOR AREA

The circle drive area is officially the FIRE LANE. Renters, including vendors, who need to unload, please do so from the parking lot directly east of the community center and along the tennis courts. Do not drive on the patio or grass. If this occurs, the damage deposit will be forfeited. If you have items that need to be wheeled in using the access on the front of the center, you may stop briefly in the circle drive to accomplish this but you must park your vehicles in the parking lot west of the center as soon as you have unloaded your belongings. Please inform all outside vendors. Vendors are encouraged to unload and park cars directly east of the community center and along the tennis court area.

DECORATIONS

- *No taping to the walls (wood/stone) or windows
- *No hanging of decorations from rafters
- *No open flame candles, candles should be contained in some kind of receptacle, suggestions: tea candles or floating candles
- *No confetti or glitter
- *As each event is unique in its own way, we highly suggest that you share with us any of your decorating ideas.

CONTRACTED TIME INCLUDES: SET-UP; EVENT, AND CLEAN-UP

You or anyone associated with your event (caterers, decorators, entertainment, etc.) may enter the building no more than 15 minutes before your contracted set-up time indicated on your contract. Entering the Center any earlier will result in additional fees. Charges are based on a 1/2 hour rate system. Plan accordingly. If you need in early, plan on renting the building, early admittance will not be allowed.

Hallway is not rentable space.

No tables, food, etc. are allowed in the hallway.

Colby Park is a smoke free environment. No smoking inside or around the Community and Events Center.

COMMUNITY CENTER OPERATIONAL HOURS

Sunday-Thursday

7 AM-10 PM

Friday

7 AM-MIDNIGHT, unless specific permission for different hours is obtained from the City Council

Saturday

7 AM- MIDNIGHT, unless specific permission for different hours is obtained from the City Council

A one hour buffer time is required between rentals