

Windsor Heights Community and Events Center Guidelines & Fee Structure



Windsor
Heights
the heart of it all

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 \$75 per hour (includes use of concession kitchen)

2/3 of room \$100 per hour (includes use of catering kitchen)

Full room \$125 per hour (includes use of both catering and concession kitchen)

\$50 administrative fee for each rental

All day rental for the full space =\$1,300

Add \$400.00 if beginning at 8 PM the night before rental date for set up.

FEE EXCEPTIONS and Discounts:

The following may receive a 25% discount on rates during the week and on week-ends:

Windsor Heights residents (ID Required) and business property owners

The following may receive a 10% discount during the week, Monday - Friday:

Members of the Windsor Heights Chamber of Commerce and chamber affiliate groups such as Emerging Professionals.

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.

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

Cleaning responsibilities: Renters must clean up the Community and Events Center after each rental. Renters can also opt hire the City's approved cleaning company for \$250.00.

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.

-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.

All items on the cleaning checklist need to be completed

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 the 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 60 days prior to the reservation date.

Type of payments:

*Cash

* Checks

* Credit cards- only accepted at City Hall

Down payments are non-refundable on any cancellations. Exception may be considered if rental date is more than 6 months out and if approved, less \$100.

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 and damage deposit are due 60 days prior to your event.

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

*When making reservations and your date is within 60 days of your rental date, full payment is expected.

SECURITY DEPOSIT \$250.00

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

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 unless renter uses draping or fishing wire
- *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 ½ hour rate system. Plan accordingly. If you need in early, plan on renting the building, early admittance will not be allowed.

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-MIDNIGHT

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

Guidelines for Chamber of Commerce use of WH Community and Events Center
Addendum to Community and Event Center Rental Policies

1. Free use of space for Chamber meetings of 30 or less members / guests during daytime hours before, and ending by, 4:30 P.M., but is subject to relocation if a paying client desires to book the space. Use of space must still follow rental agreement rules set by the City.
2. If Chamber is holding a charitable event for a bona fide charitable organization, the City will donate the space toward the event / effort. Use of space must still follow rental agreement rules set by the City. There is a limit of two per calendar year, with customary rates applying to additional charitable events.
3. If Chamber is hosting a larger event with, or without, food and beverages in an effort to raise money for their organization, then payment will be required. Payment will be in accord with City policies. Any requested deviation from policy must be received 45 days in advance and considered by Council. Use of space must follow rental agreement rules set by the City. There will be one free event per calendar year that falls under this category.

All other rental and usage terms of the Community and Events Center are in effect and subject to change. Any other request for change / accommodation must be submitted 45-days in advance of the event.

CITY OF WINDSOR HEIGHTS
FACILITY USE AGREEMENT

Renter's Name: _____ Today's Date: _____
Address: _____ City: _____ Zip: _____
Home Phone: _____ Cell _____ Email _____

Facility of Choice:

___ Community Center, Colby Park Full 2/3 1/3
___ Pavilion, Colby Park ___ Baseball Field, Colby Park ___ Gazebo, Lions Park

I. Proposed Use Details

Use Date: _____ Estimated Attendance: _____

Begin Time: _____ End Time: _____

Event Description: _____

II. Terms and Conditions

This Facility Use Agreement ("Agreement") is made as of the date listed below between the City of Windsor Heights, Iowa (Windsor Heights) and the undersigned renter (the "Renter"). This agreement shall take effect immediately. In consideration of the mutual covenants and promises contained herein Windsor Heights agrees to allow Renter to use the City of Windsor Heights Community Center located at 6900 School Street, Windsor Heights, Iowa at the date and time specified above and on the terms and conditions contained herein. The parties agree as follows:

- 1. 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 ½ hour rate system.
- Renter agrees to comply with the Windsor Heights Fee Structure and Rental Policy for the above mentioned facility, a copy of which has been provided to Renter.
- Renter agrees to use the Room in compliance with local state and federal law the Community Center shall not be used for any illegal purpose.
- Renter agrees to pay rent for use of the Community Center at a rate in the Community Center Rental Fee Schedule.
- Renter agrees that they are responsible for any damage to the facility, above and beyond the deposit fee, and equipment that may result from use by Renter and their family and guests. Renter agrees to pay a damage deposit noted in the Fee Structure and Windsor Heights agrees to return the full damage deposit to Renter after the event conditioned upon satisfactory inspection of the Community Center and equipment according to the Windsor Heights Community Center Rental Policy.
- Renter is responsible for the behavior of their guests and Renter must ensure all people in attendance abide by the Windsor Heights Community Center Rental Policy.
- IN CONSIDERATION FOR USE OF THE COMMUNITY CENTER THE RENTER AGREES THAT THEY WILL USE THE ROOM EQUIPMENT AND FACILITIES AT RENTERS SOLE RISK. RENTER FURTHER AGREES THAT WINDSOR HEIGHTS WILL NOT BE RESPONSIBLE FOR ANY OR ALL INJURY ILLNESS LOSS THEFT OR DAMAGE TO

CITY OF WINDSOR HEIGHTS
FACILITY USE AGREEMENT

RENTER, RENTERS PROPERTY OR RENTERS GUESTS BEFORE DURING OR AFTER THE EVENT WHILE ON THE PREMISES.

8. RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS WINDSOR HEIGHTS FOR ANY AND ALL LOSS DAMAGE, INJURY OR COSTS RENTER OR RENTER'S GUESTS MAY SUSTAIN DURING OR AFTER THEIR PRESENCE AT THE COMMUNITY CENTER AND/OR PARTICIPATION IN THE EVENT. RENTER AGREES TO INDEMNIFY AND HOLDS HARMLESS WINDSOR HEIGHTS FROM AND AGAINST ANY LOSS DAMAGE INJURY OR COSTS CAUSED BY RENTERS' ACTS OR OMISSIONS NEGLIGENCE OR OTHERWISE INCLUDING ANY COSTS AND ATTORNEY FEES INCURRED THEREBY ARISING OUT OF RENTER PRESENCE IN THE COMMUNITY CENTER OR PARTICIPATION IN THE EVENT. RENTER AGREES THAT THE FOREGOING RELEASE WAIVER AND INDEMNITY AGREEMENT IS INTENDED TO BE AS BROAD AND INCLUSIVE AS IS PERMITTED BY THE LAW OF IOWA AND THAT IF ANY PORTION THEREOF IS HELD INVALID IT IS AGREED THAT THE BALANCE SHALL, NOTWITHSTANDING, CONTINUE IN FULL LEGAL FORCE AND EFFECT

9. I have read this Facility Use Agreement and the Rules and Regulations fully understand and agree to its terms and have signed it freely and voluntarily. If Renter is a business I acknowledge that I am duly authorized to sign this Agreement on behalf of Renter.

10. CEC Cleaning: (Initial)

_____ Renter agrees to clean the community building after event, to its original condition. **Renter agrees to follow the cleaning checklist provided in order to make sure status of original condition is met.**

--Renter acknowledges the fact that; in the instance of agreeing to clean the CEC, and not following through with cleaning the building back to its original condition, our contract cleaning company will be dispatched to clean the building at the renter's expense of their pre-paid \$250 security deposit.

Or

_____ **Renter agrees to utilize the City's approved cleaning company, after removing personal items from fridges and rooms, and making sure to lock the doors before leaving the facility. This fee will be included in the total rental price and be paid with the rest of rental fees to the City. Flat Fee = \$250**

Authorized signature: _____

Date: _____

Approved by _____

Date: _____

Alcohol Waiver Received: _____