

The Gateway Rental Agreement
City of St. Charles
202 East Main St. Charles, Iowa 50240

The Gateway St. Charles (GW) is a city facility that is available to serve multiple needs of our community. Our intent is to offer it for club meetings, parties, showers, weddings, anniversaries, trainings, or any type of gathering. It is a historical site in our community. We are also here to preserve its history and beauty. We are pleased that you are interested in using The Gateway for your function. The following information and agreement will help to make this a positive experience for all.

Reservations

Reservations will be accepted on a first come first served basis. You may go to the city website www.stcharlesiowa.us to print an agreement and gather information or stop at city hall during business hours - Tuesday, Wednesday, and Thursday from 9:30-3:30. If the normal business hours do not work for your schedule, please email gatewaystcharles@gmail.com.

The rental agreement must be completed and fees paid within 7 days of reserving the space. If reserving within 7 days, the agreement and payment of fees must be made at time of reservation.

Cancellations will be permitted 48 hours prior to the event to receive a full refund of rental fee and deposit. If cancelled between 24 and 48hours the deposit will be returned. No refunds if cancelled within 24hours of event.

Fees and Deposits

Fees are set based on community expectations and usage. Community based organizations- Fee waived- Donations accepted. (Boy Scouts, Girl Scouts, 4-H Clubs, Youth Groups, Community Organizations)

Planned and Private Events- \$100 per day/night

The Reservation/Damage deposit is \$125.00. The deposit is required to finalize the reservation process with its primary purpose being to insure all specifications in the agreement and/or the cleaning check list provided are adhered to and completed upon departing the venue.

The deposit will be held and returned within two (2) weeks if everything is satisfactory. This will be determined solely by the Gateway Tourism Board. The rental fee and deposit fee can be paid by cash or check. If check, please write two (2) separate checks. The deposit check will be returned based on the condition and cleanliness of the venue and no damages occurred. Checks can be made payable to Gateway St. Charles.

Hours

Monday-Thursday 8:00am to 10:00pm

Friday – Saturday 8:00am to 12:00am (midnight)

Sunday- 8:00am to 10:00pm

Cleanup may be completed the next day if there are no other events scheduled. If cleaning the next day, it must be completed by 10:00am. Setup may be arranged one day prior if no other events are scheduled.

Music and Dancing

Live or recorded music is welcome. Please keep the volume at a “tolerable” level. Music must be discontinued at 9:00pm Monday-Thursday and 11:00pm Friday and Saturday. This gives the band/DJ time to be packed up prior to the shut down time. Dancing is permitted on the floor as is. Do not put anything on the floor.

NO SMOKING is allowed inside the building. There will be a designated smoking area assigned.

Alcohol

Alcohol is restricted to beer, wine, and champagne. No other liquor may be served or consumed. No beer, wine, champagne, or liquor may be sold under any circumstances. Consumption is strictly limited to attendees who are 21 and older. If the approved forms of alcohol will be available or served proof of insurance is required. See **Insurance and Liability** section for specifics. It is the responsibility of the renter to inform all guests/attendees of the alcohol policy. _____

If there is a keg available it must be set up outside the building in a pre-determined location. No doors may be propped open due to the placement of the keg. _____

Insurance and Liability

The Gateway and City of St. Charles will not be responsible for acts of God, terrorist acts, disaster, inclement weather, loss of power or the renter’s change of plans. _____

The Gateway Tourism Board and/or City of St. Charles are unable to assume responsibility for damage or loss of any merchandise or articles left on the premise. Before, during or after the event. We will do our best to help you track them down. _____

The Gateway Tourism Board and/or the City of St. Charles will not be held liable for injuries or property damage/loss during the event, including but not limited to: death, personal injury, property damage and any other incidents that may occur to any person(s) by use of the building and grounds during the terms of this agreement. _____

Any event where the expected attendance is more than **50 people** and where the **approved alcohol is served, will require Event Liability and Risk Management Insurance**. The City will not provide that insurance for your rental. The Renter is responsible to purchase and provide proof of insurance seven (7) days prior to the event and provide proof of insurance. You may check your homeowner’s policy as certain types of policies cover this type of function. If you need this type of insurance, you may contact your personal provider or the city of St. Charles insurance provider Jim Lane Insurance, Norwalk. That contact number is 515.981.4614.

The coverage must include the following: \$1,000,000 each occurrence/\$1,000,000 aggregate with host liquor liability included. The Gateway and the City of St. Charles must be shown as additional insured on the certificate. Again, proof of insurance must be provided to the City of St. Charles seven (7) days prior to the event. (Estimated cost is \$100-\$120). _____

The Gateway Tourism Board/City personnel have the authority to contact law enforcement officials, if necessary, to protect the location, grounds, and attendees. _____

Food and Beverage

Food and non-alcoholic beverages may be provided by any personal or outside catering service. They/you are responsible for preparation, set-up, serving, cleanup and disposal of food and their supplies and serving pieces. The kitchen is available for use. Once again, cleanup of surfaces and areas used is required. _____

Set up and Decorations

The setup and taking down of tables and chairs are the responsibility of the renter.

Decorations are allowed, but must be cleaned up prior to your departure.

Since this is an older building, guidelines are as follows:

1. No decorations that leave any type of residue. This includes confetti, glitter, silly string, feathers, tapes on the walls or floors, staples, and any other potentially damaging materials.

2. Outside the venue sterilized birdseed, natural flower petals, bubbles and balloons are allowed.
NO RICE.

Miscellaneous Information and Requirements

Parking is available to the south of the building.

The building is NOT ADA approved. There is a ramp to enter the building but the restrooms and kitchen are in the lower level and only accessible by stairs.

Youth groups and clubs are required to always have a minimum of one adult present.

It is suggested that groups of 10 or more have 2 adults on site. All guidelines for the use of the facility apply. Contract, clean-up and check-out is mandatory.

Heat & Air Conditioning- Do not touch the controls or thermostats. If there is an issue, please contact 515.681.3473 to advise. See Check out list for specific temperatures when leaving the venue.

Wi-Fi is available. Password will be provided.

Basic cleaning supplies will be provided. They are in the basement cupboards and closets.

**FAILURE TO COMPLY WITH AGREEMENT OR FAILURE TO COMPLETE THE CHECKLIST MAY
RESULT IN THE LOSS OF ALL OR PART OF YOUR DEPOSIT DEPENDING ON THE
CONDITION OF THE VENUE- INSIDE AND OUT, AFTER YOU DEPART.**

Gateway St. Charles Rental Contract

Please make checks payable to the City of St. Charles

Individual/Organization _____

Address _____

Contact Person _____ Phone contact _____

Purpose of rental _____

Date/s requested _____

Specific times _____ Will alcohol be served? Yes ____ No ____

(If so, proof of liability insurance is required)

Rental Charge _____ Deposit _____ Proof of Insurance _____ (Attach)

Gateway Tourism Board/City of St. Charles hereby rents the Gateway St. Charles venue to the above identified party commencing on above identified dates and times with the following restrictions and/or specifications: _____

_____.

The renter hereby agrees to be responsible for compliance with all the guidelines and rules provided governing the use of the facility. The renter agrees to be responsible for all damage to the facility, its contents as well as the outside area surrounding the facility. Renter agrees to clean-up the premises and leave it in good order. A copy of the Gateway St. Charles Rental Agreement is attached hereto marked "Exhibit A" and by this reference is made a part hereof.

Renter Signature

City Clerk or Gateway Tourism Board Signature

Rental Fee paid _____ Deposit Paid _____ Deposit Returned _____

Dated this _____ day of _____ 20____.

Items available for use

Miscellaneous:

10 round tables- seating for 8

10 8ft tables- seating for 10

5 small round tables

200 folding chairs (50 padded and remainder metal)

Kitchen:

Two Roasters

Coffee pts- Bunn 2 burner and 70 cup electric. Mr. Coffee also

Stove

Refrigerator

Microwave

CLEANING CHECKLIST FOR THE GATEWAY

Trash picked up, trash cans emptied; new liners placed, and used trash bags placed in the outside green lidded receptacle on the side of the building:

- Kitchen
 - Bathroom
 - Sanctuary
 - Basement
-
- Tables & chairs wiped off and returned to original location
 - Floors swept, and mopped with warm water
 - Remove all decorations
 - Kitchen sink cleaned, counters wiped down, and floor mopped
 - Bathroom sink cleaned, toilet flushed, and floor mopped.
 - All basement lights and fans turned off (Sanctuary lights stay on)
 - Doors locked (front, back, and side)

Signed: _____

Date: _____