

# RENTAL AGREEMENT

Town Hall – 419 Main Street – Hornick  
City of Hornick 712-874-3374 [clerk@hornickiowa.com](mailto:clerk@hornickiowa.com)

Today's Date \_\_\_\_\_ **RENTAL DATE:** \_\_\_\_\_  
Name: \_\_\_\_\_ **Key Pick-Up Date:** \_\_\_\_\_  
Address: \_\_\_\_\_ Alternate Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

DEPOSIT: \$100.00 RENTAL: \$100.00 per day and \$10.00 each additional day key is held.

## **AGREEMENT:**

COST of rental is per day. Key may be picked up the day before at no additional cost. Arrangements to be made with City Clerk. Rental includes use of tables, chairs, kitchen. Garbage bags and basic cleaning supplies are provided. **Rental Fee is due prior to receiving the key for the facility.**

DEPOSIT is **required within 14 days of signing the agreement to secure the date requested.** An appointment to view the facility must be made with the City Clerk. This can be done anytime prior to or day of key pick-up.

The deposit will be refunded after an inspection has been completed by the City Clerk. If Hall meets inspection, the deposit will be refunded as a check from the City of Hornick within 14 days after the rental date. Checks will be mailed unless arrangements are made to pick it up at the City Office.

To qualify for a refund of deposit:

- Garbage & debris to be bagged and put in outdoor garbage bins
- Tables/Chairs to be clean and returned to storage along walls
- Floors swept as needed. Spills cleaned up.
- Kitchen – counters clean, refrigerator/appliances clean, sink clean.
- Bathrooms – toilets flushed, garbage bagged and taken out.
- Key returned. Use Drop Box on City Office door 400 Main Street.

## **ALCOHOLIC BEVERAGES:**

The sale of alcoholic beverages is not permitted by law unless a license has been acquired. Any alcoholic beverages provided free of charge by the renter are permitted inside the premises only. **NO alcoholic beverages shall be served, in any case, to minors or anyone under the legal age of 21.**

Alcoholic Beverage Statement Read and Understood.  \_\_\_\_\_  
**Party Responsible (must be over 21)**

I am renting the Hornick Town Hall in accordance with this Rental Agreement.

\_\_\_\_\_  \_\_\_\_\_  
**Renter Signature** **Date** City Clerk

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## **Completed by Clerk**

Walk-thru w/ renter \_\_\_\_\_ Deposit Recd \_\_\_\_\_ Form Pymt \_\_\_\_\_ Rent Recd \_\_\_\_\_ Form Pymt \_\_\_\_\_  
Inspection after rental completed \_\_\_\_\_ by \_\_\_\_\_ Key Returned DropBox \_\_\_\_\_ Other \_\_\_\_\_  
Deposit Returned Ck# \_\_\_\_\_ Date \_\_\_\_\_ Mailed/Picked Up \_\_\_\_\_  
Deposit Not Returned for following reasons \_\_\_\_\_  
Renter Notified \_\_\_\_\_