

CENTER INN CONTRACT

DATE OF EVENT: _____ TYPE OF EVENT: _____ CLIENT: _____

THIS CONTRACT made and entered into this ____ day of ____ 20____, between the **CENTER INN**, Readlyn IA, and _____, hereinafter referred to as CLIENT.

1. LOCATION: CENTER INN agrees to rent to CLIENT the **Ballroom - Dining Room** - [*Circle all that apply*] together with the entrances and exits to and from on _____ (date) from **7:00am** to **2:00am**.
2. DECORATING: CLIENT may decorate for said event starting at 7:00 am on the day of the event. If CLIENT requires more time prior to the event for set-up, and if the facility is available, a charge of \$50.00 per day will be assessed for each additional day. *If the event is on a Saturday, and the facility is not occupied the day before (Friday), the set-up may begin on that Friday for no additional charge.*
3. FOOD SERVICES –All food provided by The Center Inn. Check out our web site at www.centerinn.com for detailed information and ideas.
4. DAMAGE DEPOSIT: CLIENT agrees to return said property to CENTER INN as you found it except for natural wear and tear. There will be an additional charge if excessive cleanup is necessary or there is damage to the premises. *A damage deposit of \$250 is required the day of set-up (to be returned promptly after the event) providing the premises are in like condition.*
5. RULES: CLIENT will comply with all laws, ordinances and regulations adopted or established by a federal, state, or local governmental agency or body; and by all rules and regulations as provided by CENTER INN. CLIENT is responsible for ensuring their guests, employees, and/or entertainment providers comply with these same rules and regulations.
 - a. No alcoholic beverages can be brought into the building. If you want your own wine or champagne, prior arrangements must be made. A corking fee will be charged.
 - b. CLIENT and all its guests, employees, etc must have vacated the premises no later than regular closing time of the bar as mandated by state law. All items brought in by CLIENT or entertainers performing for CLIENT event must be removed at the conclusion of the event unless other arrangements have been made.
 - c. CLIENT is responsible for additional sound, lights and wiring cost needed for the event. No cords, cables, or rugs may be extended across the floor except as where absolutely necessary. Additionally, they must be approved by the management and covered with tape (**no duct tape**).
 - d. **NO FOG MACHINES are permitted at the Center Inn. NO GLITTER, NO CONFETTI (INCLUDING PAPER, METALLIC, SHAPED, WORD CUTOUTS, ETC.), or other materials may be used to decorate. NO OPEN CANDLES are permitted. Tables must be covered. NO DUCT TAPE. No nails or hooks can be used. Any violation of anything listed here is automatically assessed a \$50 damage cost for each occurrence.**

- e. CLIENT agrees that it is the responsibility of the CLIENT to advertise said event. CENTER INN may advertise the event if approved by CLIENT.
- 6. SPECIAL ARRANGEMENTS: All arrangements between CLIENT and CENTER INN are included in the foregoing written contract, except such arrangements as may be written below or attached to this document: _____

- 7. SECURITY costs are due at set up for the event.
- 8. Violation of any terms hereof by CLIENT shall give CENTER INN the right to instantly terminate, without notice or liability, this contract and its uses hereby granted.
- 9. CLIENT, upon payment of fees and signatures on this agreement will guarantee the rates as stated and confirmation of your reservation as described on front page of this contract. Keep a copy of this signed contract.

LIST OF FEES AT SIGNING:

Ball Room	day(s) ____	_____	
Small Dining Room	day(s) ____	_____	
Food Deposit		250.00	
			Total Due at Signing \$ _____

FEES DUE 21 DAYS PRIOR TO EVENT:

Food (See Estimate)	_____	(50%) \$ _____
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FEES DUE AT EVENT SET UP:

Refundable Damage Deposit	_____	250.00	
Non-refundable Clean Up Fee (chart)	_____	_____	
Alcoholic Beverages for Event	_____	_____	
Balance of Food for Event	_____	_____	
Security Cost	_____	_____	Total at Set Up \$ _____

ANY OPEN BALANCES ARE DUE AT THE CONCLUSION OF THE EVENT UNLESS PRIOR ARRANGEMENTS HAVE ALREADY BEEN MADE.

CENTER INN	CLIENT
By _____	By _____
Title _____	Address _____
Date _____	City _____ State _____ Zip _____
P.O. Box 141, Readlyn Ia. 50668-0141	Date _____ Phone: _____
Phone 319-279-3839	Cell: _____
Cell: 319-961-4736 www.centerinn.com	E-mail: _____