



# A.R.I.S.E.

## The American Legion Memorial Building

201 Poplar Street, Atlantic, IA 50022

### Rental Contract

Reservation Phone = 712-243-5445

Scheduling Calendar = [www.ariseAtlantic.org](http://www.ariseAtlantic.org)

Or email = [arise201poplar@gmail.com](mailto:arise201poplar@gmail.com)

Name of responsible party renting \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (Primary) \_\_\_\_\_ (Alternate) \_\_\_\_\_

Type of Event \_\_\_\_\_ Date of Rental \_\_\_\_\_

Time to OPEN Building \_\_\_\_\_ Time to CLOSE Building \_\_\_\_\_

Estimated number of people attending Event \_\_\_\_\_

Steve Livengood (PH: 712-243-5445) or another representative will OPEN and CLOSE the building at the times specified. Any variation from the specified times must be indicated at least one hour prior to the change. A **\$15 per hour (or portion of an hour) charge** will be assessed if opening and closing time is changed or more than one opening and closing times are needed. **In no event shall the building be left unattended.**

### SET UP & CLEAN UP

Set-up and clean-up services are included in the rental price. You must place your trash in the dumpster and clean up spills.

#### ITEMS AVAILABLE (Check Items Needed)

- |  |   |
|--|---|
| <input type="checkbox"/> Basic "Classroom" arrangement (seats approx 50) | <input type="checkbox"/> Projector screen                               |
| <input type="checkbox"/> Basic "Banquet" arrangement (seats approx 62)   | <input type="checkbox"/> Kitchenette (sink & refrigerator/freezer only) |
| <input type="checkbox"/> chairs: (qty needed _____)                      | <input type="checkbox"/> 8 ft. tables: (qty needed _____)               |
| <input type="checkbox"/> PA system (wireless microphone)                 |   |

Signature of Renter and Date

Mail completed form to: **ARISE, 403 Maple Street, Atlantic, IA 50022**

Email = [arise201poplar@gmail.com](mailto:arise201poplar@gmail.com)

### RENT must be paid at time of reservation

➤ Memorial Hall (1,800 square feet seats approx 50 people in "Classroom" or 62 people in "Banquet")

\$75.00 (with your catered meal) per day \$ \_\_\_\_\_

\$0.00 (non-profit) per day \$ \_\_\_\_\_

ARISE member cost = \$50.00 (with your catered meal) per day \$ \_\_\_\_\_

Name on Rent Check \_\_\_\_\_

Payment Check # \_\_\_\_\_

Any damage to the facility (including tables and chairs) will be billed to the renter at actual cost plus 10%. We reserve the right to refuse service to anyone.

## **RULES AND INSTRUCTIONS**

- Do not use nails, tacks, or stick pins in the walls, woodwork or ceilings.
- No decorations may be affixed to the walls or ceiling. Balloons must be anchored.
- Only drip-less candles will be used.
- Do not remove tables or chairs from the building.
- Keep tables and chairs away from the walls.
- Do not drag tables or chairs across the floor. Pick them up and carry them.
- Do not tamper with display cabinets.
- Do not store projector screen, if used. Leave it up. We will store it away.
- Do not tamper with bats, rats, snakes, and butterflies.
- No alcohol may be consumed on the property.
- No smoking in the building or on the grounds.
- ARISE will not be responsible for lost, stolen, or damaged personal property and will not be held responsible for any personal injury caused by equipment or property belonging to the Renter.
- The space will only be rented for the day of your event. If you would like to do set up, decorate, etc before the day of the event, a fee of half the regular rental fee must be paid in advance.
- Cancellations made 3 months in advance will receive full refund. Cancellations made one month (or less) in advance will receive no refund.
- Rent must be paid at time of reservation. Reservations will be made on a first come first serve basis. Renters will not be allowed to sub-lease the building.
- ARISE has the right to control the management of the space and grounds and the right to enforce all necessary and proper rules for its management and operation. ARISE personnel may enter the premises at any time and on any occasion.
- Clean up must be completed immediately after use.

## **CLEAN UP**

- Remove all trash and place in the dumpster.
- Clean Up your spills.
- Do NOT dust mop floor.
- Do NOT stack tables and chairs in storage room.