



# FACILITY RENTAL AGREEMENT

Berndes Center Accommodations Requested (PLEASE CIRCLE)

LARGE ROOM      SMALL ROOM      KITCHEN

Date Requested: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_  
Total Fee: \_\_\_\_\_ 25% Non-refundable deposit to secure date: \_\_\_\_\_  
Payment payable to: **MONTICELLO BERNDES CENTER (766 N. Maple St.)**  
Remaining balance due at time of set-up: \_\_\_\_\_

**An additional, separate \$200.00 REFUNDABLE** damage deposit is due at the time of set-up. **Renters are responsible for their own set-up and clean-up.** If the facility is not cleaned and/or equipment is not put away as stated in the rules and regulations, the deposit will be forfeited. Any use of the facility, outside of agreement, will result in forfeiture of this deposit.

For receptions, only: Everything must be removed and cleaned by 10:00 AM the next morning (Sunday) as long as there are no other activities scheduled during this time. Items will be cleaned and removed the night of the event should the facility be rented the following day.

.....  
**REGULATIONS FOR USE OF CITY OF MONTICELLO FACILITIES**

We, the undersigned, promise to compensate the City of Monticello for any damage done to City property and we release, indemnify, and hold harmless the City of Monticello, Iowa from any liability whatsoever for any claimed injury or death due to accidents or situations otherwise occurring in the use of any natural areas or man-made facilities of the City of Monticello or for any other reason.

We, the undersigned, also promise to pay interest at the rate of 18% APR on any delinquent balance due to the City of Monticello associated with the collection of any delinquent balance due under signed rental agreement.

Type of Event (i.e. Reception, Fundraiser, Reunion): \_\_\_\_\_  
Name/Organization: \_\_\_\_\_ Number attending: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_

By signing this document, I acknowledge that I have read and understand the Rules and Regulations for the use of the City of Monticello facilities and my group and I agree to abide by these policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_