

**ZA-GA-ZIG SHRINE CENTER RENTAL AGREEMENT**  
**1100 Shriners Parkway, Altoona, Polk County, IA 50009**  
**Manager Jared Harridge 515-967-3000 ext 12**

IT IS AGREED, by and between the ZA-GA-ZIG SHRINE as Lessor, and Lessee named below.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, & Zip \_\_\_\_\_

Phone # Day \_\_\_\_\_ Evening \_\_\_\_\_

That the Lessor hereby lets to the Lessee, and the Lessee hereby leases from the Lessor, the premises known as the meeting and banquet facilities of the Za-Ga-Zig Shrine Center, herein referred to as the Shrine Center, in consideration of the mutual promises of the parties herein, and upon the following terms, provisions and conditions:

**DATE OF EVENT** \_\_\_\_\_

**Purpose of Event** \_\_\_\_\_  
\_\_\_\_\_

**RENT.** Lessee agrees to pay Lessor, as rental for the Shrine Center the sum of \$ \_\_\_\_\_ for the event covered under this agreement.

- a. An event covered under this agreement shall not exceed more than 6 hours.
- b. Additional hours will be charged to the Lessee at \$200.00 per hour.

**RENTAL DEPOSIT.** It is required that the Lessee deposit with the Lessor \$300.00. at the time of execution of this agreement. The remaining balance due must be paid to the Lessor no later than the 14<sup>th</sup> day prior to the date of the event covered by this agreement.

**DAMAGE DEPOSIT.** A damage deposit of \$500.00 is due no later than 14 days prior to the date of the event covered by this agreement. Any refund to the Lessee of the damage deposit will be made to the Lessee within 10 days after the event covered by this agreement. Charges will be notified no later than five days after the event covered by this agreement. Cost's for damages which exceed the damage deposit, will be filed with the Lessee's insurance coverage filed with the Shrine Center.

**CANCELLATION.** Any cancellation, for whatever reason, must be received by the Shrine Center no later than 180 days prior to the date of the event covered by this agreement in order for the Lessee to receive a full refund of the deposit. After 180 days, the Lessee forfeits the deposit amount.

**EVENT RULES.**

- a. **MAXIMUM OCCUPANCY.** In no event shall the number of guests exceed 375 persons.
- b. **FACILITIES.** The Shrine Center kitchen is available for the Lessee's use to stage the event only. No cooking is permitted. Only existing electrical service outlets may be used.
- c. **SET UP OF EVENT.** The Shrine Center will be available to the Lessee 3 hours prior to the event covered under this agreement for set up by the Lessee. Additional set up time may be purchased and will be charged at \$100.00 per hour. Lessees are responsible for their own setup labor.
- d. Lessee may not bring tables and chairs onto the Shrine Center property.
- e. **TABLE LINEN AND NAPKINS.** Table linen is available for \$4.00 per table and linen napkins are available for 25 cents each.
- f. Any type of confetti is strictly prohibited in the Shrine Center and may not be used by the Lessee for the event.
- g. **BEVERAGES.** NO alcoholic or non-alcoholic beverages will be brought onto the Shrine Center premises by the Lessee for any event.
- h. All beverages used by the event will be purchased through arrangement with the Shrine Center and outlined in the additional provisions section of this agreement.
- i. **BEVERAGE PAYMENT.** Payment for the purchased beverages must be paid to the Shrine Center no later than 14 days prior to the event covered by this agreement.
- j. **UNUSED BEVERAGES.** Any remaining beverages that are not used during the event remain property of the Shrine Center without refund to the Lessee.
- k. **OPEN BAR.** Special arrangements can be made to accommodate the Lessee's provisions for a paid bar. Otherwise it is presumed that all beverages will be served by cash bar in the Shrine Center
- l. **SECURITY.** It is agreed and understood that a uniformed police officer is required to be in attendance during the event covered by this agreement. The check will be made out to the Altoona Police

- Department and given to the Business Manager. The check amount will be made out for \$\_\_\_\_\_per hour of service at the event. The Altoona Police department requires two uniformed officers in attendance at events with more than 300 attendees.
- m. **EVENT CLEAN UP.** The Shrine Center shall be left in the same condition as the Lessee found it. The Lessee shall remove any decoration placed on or in the Shrine Center premises immediately following the event covered in this agreement.
  - n. **ASSIGNMENT & SUBLETTING.** Lessee shall not assign this rental agreement, nor sublet the Shrine Center, or any portion thereof, without the written consent of the Shrine Center's authorized representative.
  - o. **LIABILITY.** Lessee agrees to hold the ZA GA ZIG Shrine and the Shrine Center, harmless and indemnify them from any claim or liability of any kind or nature whatsoever for injury to property or persons resulting in any manner from the use of the premises by Lessee.
  - p. **INSURANCE REQUIRED.** Lessee shall also furnish the Shrine Center, prior to entering upon said premises, certificate of insurance from a properly admitted insurer within the State of Iowa, stating that the Lessee and the Shrine Center as Lessor, are covered and indemnified for all such liability, vandalism, property damage, or malicious mischief.
  - q. **ENTIRE AGREEMENT.** This writing, including any addendum attached hereto, constitutes the entire agreement between the parties hereto with respect to the subject matters hereof; and no statement, representation or promise with reference to this rental agreement, or the premises leased, or any repairs, alterations or improvements, or any change in the terms of the rental agreement shall be binding upon either of the parties unless in writing and signed by both Lessor and Lessee.
  - r. **RESERVATION OF RIGHTS.** The Lessor reserves the right to change the conditions of this agreement or cancel this agreement partially or entirely up to 30 days prior to the date of the event covered by this agreement.
  - s. **MANAGER.** The Shrine Center Business Manager is Jared Harridge who is the person designated by the Lessor to manage the premises and to receive all notices and demands upon the behalf of the Za Ga Zig Shrine Center.

ADDITIONAL PROVISIONS:

Keg's of Beer \_\_\_\_\_ @ \$225 is equal to \_\_\_\_\_  
Champagne/Wine \_\_\_\_\_ @ \$15 is equal to \_\_\_\_\_

Arrival Time \_\_\_\_\_

Departure Time \_\_\_\_\_

Deposit Paid \_\_\_\_\_

**Dated** \_\_\_\_\_, \_\_\_\_\_

**Signed:**

\_\_\_\_\_

\_\_\_\_\_

**Za-Ga-Zig Shrine Business Manager**

**Lessee**