

Rental Event Application

Name:	Name:					
	Address:					
	Phone:		Cell Phone:		Email:	
	Event Date:		Rental Time Period: (Set up to clean up)		# of Participants:	
	Requested Facility (Check one)					
	<input type="checkbox"/> Grounds Time: _____		<input type="checkbox"/> Lodge Time: _____			
	Weddings <input type="checkbox"/> On Site Ceremony <input type="checkbox"/> Off Site Ceremony Ceremony Location & Time: _____ <input type="checkbox"/> Church <input type="checkbox"/> Gazebo <input type="checkbox"/> Lodge					
Additional Options	Additional Options (Payment Due 30 Days prior to date of event)					
	<input type="checkbox"/> Additional Hours	____ hrs. @ \$162.50 / hr.	<input type="checkbox"/> Lodge	<input type="checkbox"/> Grounds ____ hrs. @ \$325/hr	<input type="checkbox"/> Both.	\$
	<input type="checkbox"/> Lodge Fire pit (\$42) <i>Wood provided by Ushers Ferry only.</i>		<input type="checkbox"/> Saloon (\$100 w/ grounds rental).			\$
	<input type="checkbox"/> Interpreted / Staffed Buildings (Grounds Rental) – 4 hrs.		_____ # of buildings @ \$84 / building			\$
	<input type="checkbox"/> Wedding Rehearsal (Grounds or Church only) 1hr. / \$50		Time: _____			\$
	Security Deposit		<input type="checkbox"/> Alcohol Free event / \$200		<input type="checkbox"/> Event with Alcohol / \$500	\$
	<input type="checkbox"/> Police / Security Fees (required for rentals over 4 hours w/ alcohol served) - \$49 / hr. x 3 hrs. = \$147					\$
Basic Packages	Fees					
		50% Due Now	Balance Due in 60 Days	Bal. Due 30 Days	Total Paid	
	<input type="checkbox"/> A Premium Package: (\$2,700) Lodge (8 am –Midnight) & Grounds 4 hrs.	\$1,350.00 Date Paid _____	\$1,350.00 Date Due: _____ Date Paid: _____	Date Paid : _____	\$	
	<input type="checkbox"/> B Both Lodge & Grounds - 4.5 hrs. (\$1,300)	\$650.00 Date Paid _____	\$650.00 Date Due: _____ Date Paid: _____	Date Paid : _____	\$	
	<input type="checkbox"/> C Both Lodge & Grounds - 9 hrs. (\$2,600)	\$1,300.00 Date Paid _____	\$1,300.00 Date Due: _____ Date Paid: _____	Date Paid : _____	\$	
	<input type="checkbox"/> D Lodge or Grounds Rental - 4 hrs. <input type="checkbox"/> Lodge <input type="checkbox"/> Grounds (\$650)	\$325.00 Date Paid _____	\$325.00 Date Due: _____ Date Paid: _____	Date Paid : _____	\$	
	<input type="checkbox"/> E Lodge or Grounds Rental - 9 hrs. <input type="checkbox"/> Lodge <input type="checkbox"/> Grounds (\$1,300)	\$650.00 Date Paid _____	\$650.00 Date Due: _____ Date Paid: _____	Date Paid : _____	\$	

A 50% non-refundable deposit of the basic package is due at the time of signing. Only then are the grounds and/or the Lodge considered rented. The remaining balance which is non-refundable is due 60 days after initial deposit is received to secure the reservation. Security deposit and any additional fees as well as all event detail documents are due 30 days prior to your rental. If completed and signed by both renter and Ushers Ferry representative with proper payments received by applicable deadlines, this Agreement, together with the required attachments, constitutes the entire agreement between Ushers Ferry Historic Village and the renter.

X _____
Supervisor, Ushers Ferry Historic Village / Date

X _____
Renter /Date

Additional Comments:

Terms and Conditions: Lodge/Grounds Rental

Reservations

- Rentals begin and end at the time specified in the signed agreement. Final cleanup must be completed and everyone must be off the grounds by 10 PM Sunday – Thursday and Midnight, Friday-Saturday. All Package A rentals should conclude 1 ½ hours before the end of your reservation period to allow adequate clean up time. .

Buildings and Grounds

- Ushers Ferry grounds and buildings are smoke free. A designated smoking area is provided.
- Park benches may be moved on the grounds. Picnic tables may not. Lodge tables and chairs may not go outside.
- Guests are allowed to park on grass in designated areas.
- No pets are allowed in the village buildings. Pets may be on the grounds with a leash, but must be under the owner's control at all times. We reserve the right to ask that disruptive animals be removed from the site.
- The Lodge Fire pit is for ambiance only. No cooking or roasting of any kind of food over the fire is allowed.

Alcohol

- Beer in bottles or cans (no larger than a quart), and wine are permitted. Kegs are permitted with a keg permit. **HARD LIQUOR IS NOT ALLOWED. PLEASE NOTE THIS ALSO APPLIES TO LIMOS, SHUTTLE SERVICES AND PERSONAL VEHICLES.**
- You may not sell any alcoholic beverages at any time.
- No alcohol may be consumed in any buildings except the Saloon or the Lodge.
- If alcoholic beverages are to be served, you are responsible for enforcement of all applicable laws, rules and regulations including underage drinking.
- If hard liquor is discovered, it will be brought to the attention of the renter. The renter has the obligation to remove the alcohol to a staff secured location (to be retrieved by the renter at a later time). If the renter fails to comply, Ushers Ferry reserves the right to terminate the event.

Damage & Liability

- The renter is responsible for following the Decoration Policy outlined in the rental information packet.
- The renter shall be held solely responsible for any and all damages.
- Decisions regarding any and all behavior including, but not limited to, safety, noise level, and potential damage to City property, are at the discretion of Village staff.

Security Deposit Refund

- If you exceed the signed rental agreement time period, a fee of \$162.50 / hr. with a 1hr. minimum will be deducted from your deposit.
- If additional cleaning by our staff is deemed necessary following your event, it will be deducted from your Security Deposit at a rate of \$72/hr. with a one hour minimum fee.
- Any damages to the property will be charged fully, either at replacement or repair cost.
- Cars left in the parking lot: a \$75 fee will be deducted from your security deposit if owners request removal outside of our regularly scheduled business hours. (This includes holidays falling during the M-F work week). Ultimate responsibility for this fee is between the rental party and the owner of the vehicle.

HOLD HARMLESS AGREEMENT

The renter shall, and hereby agrees to, protect, defend, indemnify, and hold harmless the City of Cedar Rapids, its officers and employees from any and all claims, settlements, judgements, and damages of every kind and nature made, to include all costs associated with the investigation and defense of any claim, rendered or incurred by or on behalf of the City, its officers and employees that may arise, occur, or grow out if any errors, omissions, or acts, done by the renter by reason of any failure on the part of the renter to conform or comply with the terms of this rental agreement, any enforcement of remedial actions taken by the City in the event of a failure to perform or comply with the terms of this rental agreement, and any claims, causes of action, or litigation arising out of the renters use of the described property or any other rights conveyed to the renter as a result of this agreement.

Signer and all event participants must abide by all Terms and Conditions in this agreement. Failure to comply with any of the above may result in loss of privilege to use Ushers Ferry Historic Village in the future.

I have received and read the rules, Terms and Conditions for the rental of facilities at Ushers Ferry Historic Village, the indemnity and Hold Harmless Agreement outlined above. I agree to abide by these rules, terms and conditions with the understanding that failure to do so may result in the termination of this rental agreement and/or loss of the security deposit.

Renter Signature

Date

Ushers Ferry Supervisor

Date

2015-11-03

Event Details & Outside Contracted Services

Rental time (set up through clean up) from _____ to _____. # of Participants _____

Time of actual event when guests are present at Ushers Ferry begins at _____ and ends at _____

Location and Time of Wedding:

On site
 Gazebo Church Lodge Ceremony Time: _____

Off-site Location: _____ Ceremony Time: _____

Responsible parties for:

Setup: _____ / _____ / _____ Decorating: _____ / _____ / _____
Name Time of arrival Phone Name Time of arrival Phone

Cleanup: _____ / _____ / _____ Parking: _____ / _____ / _____
Name Time of arrival Phone Name Time of arrival Phone

Keg Permit: Yes No Police scheduled from _____ to _____

Decorations Approved: (Date/initial) _____

Patio Furniture: Yes No A/V System: Yes No Podium: Yes No Fire Pit: Yes No

of Tables Needed: _____ 6 ft. Banquet _____ Round (seats 8) # of Chairs needed: _____

To help coordinate your rental event at Ushers Ferry, please provide the following information regarding any outside vendors you may have contracted with for event services.

Certificates of Insurance Liability: a \$1 million COI may be required for vendors. If requested, it is the responsibility of the renter to obtain copies of these certificates from the vendor. A copy must be attached to your signed agreement.

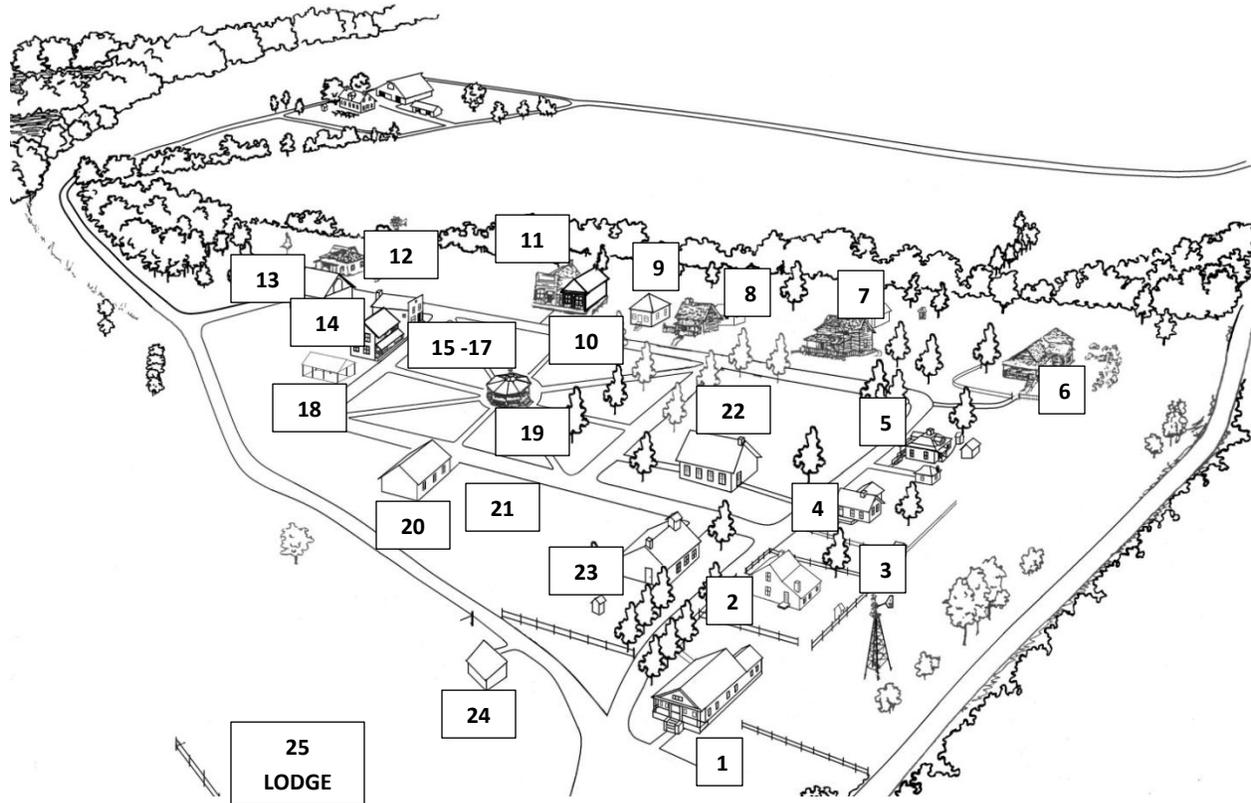
Vendor Name & Address	Phone	Service Provided	Delivery Date/Time	Pickup Date/Time	Insurance Certificate or N/A

Special Instructions for Vendors:

If you have any particular concerns, needs or notes regarding your contracted vendors that you would like the Ushers Ferry staff to be aware of (i.e. where to set up) please note them below. Also, map the desired locations for your vendors to set up on the accompanying map (on the back). The Ushers Ferry staff will work with you to find the best locations.

Map

Please mark the desired locations for the placement of tents, tables, chairs or other contracted equipment on the Village Map. Ushers Ferry staff will work with you to find the best locations for the various activities you wish to feature at your event. **PLEASE REMEMBER: NOTHING may be staked into the ground without written approval from the site director.**



1	Visitor Center	6	Schulze Cottage	11	Newspaper Office	16	Land Office	21	Grange Hall
2	Usher House	7	Telephone House	12	Blacksmith Shop	17	Hotel	22	Church
3	Hired Hand's House	8	Czech House	13	Feed & Seed	18	Pavilion	23	School
4	Parsonage	9	Snoble House	14	South Restrooms	19	Gazebo	24	East Restrooms
5	Doctor's House	10	General Store	15	Saloon	20	Township Hall	25	Lodge