

Essex Opera House Rental Agreement

Event Rental Date: _____

Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Holidays

Standard Rental (excluding Labor Day Weekend) Fee: \$100.00

Labor Day (Class Reunion) 5:00 PM – Midnight Fee: \$100.00

Refundable deposit is \$100 for cleaning

All reservations and fees must be arranged with Essex City Clerk during business hours. Monday - Friday 9 AM - 4:30 PM.

The Essex Opera House

412 Iowa Street ~ Essex Iowa 51638. (712) 379.3444

FOR OFFICE USE ONLY

Date Deposit Paid: _____ Amount Paid: \$ _____



Shred Check if no damage.



Amount Held \$ _____ Reason _____

Date Rental Paid _____ Amount Paid \$ _____
City of Essex Employee _____ Date _____

Essex Opera House: Event & Meeting Center
Capacity: 175

The most fashionable event destination in Essex could be your blank canvas for your special event.

There is no better place to connect with family, friends or coworkers than here. It is a private, comfortable elegant atmosphere that is the perfect venue for a business meeting, banquet, wedding, seminar, rehearsal dinner, birthday party or whatever it may be with us.

RULES: The Lessee is responsible to see that all conditions and regulations are met. Nothing can be hung on the walls; **Absolutely nothing** on walls. No open flames (battery operated candles only). **Absolutely NO smoking** or vaping inside or outside the building.

ROOM ACCESS: Only designated rooms stated in your contract agreement may be used. If this is abused the deposit will be forfeited. Any furniture moved should be replaced to its original position. The storage area is not to be used for anything other than storage unless arrangements have been made in advance.

KITCHEN: Limited use of the kitchen means the lessee is required to provide all of his or her own utensils, plates, cups and trash bags. Dumpsters are located behind the building. Brooms, mops and buckets are available for use and are stored in the utility room. **No fryers** are to be used on the premises. All food and personal items are to be removed from the premises. The City of Essex is not responsible for any personal belongings left at the venue.

TABLES/CHAIRS: There are 9 - 60" round tables, 2 rectangular tables and 100 chairs. Please supervise stacking tables to prevent damage due to improper stacking. Tables and chairs **are not to be removed from the building**. Do not lean tables or chairs against the walls. All tape needs to be removed from tables and chairs if used. All tables should be washed before putting away.

FLOORS: Sweep all floors with the dust mop. **Do not** push the dust mop through wet surfaces. Damp mop where needed, wipe counters, stoves, sink, refrigerator.

TRASH: Remove all trash from premises to the dumpster located behind the building. Flush toilets and turn out all the lights before leaving building.

Facility Rules

1. Total cost includes a rental fee and a refundable deposit. The rental fee and deposit are due when you rent the building. The deposit will be refunded if the facility is left the way you found it. If any damages occur that exceeds the deposit the person signing the contract will be responsible and will have to pay for any damages.
2. Cancellations must be made at least 30 days prior to the event, If less than 30 days the City of Essex reserves their right to retain 1/2 of the submitted deposit.
3. I understand that I am renting only the time designated above and may only occupy the building during these times.
4. Absolutely **No** standing or sitting on the tables
5. Absolutely **NO** Garage Sales
6. The renter agrees that is use of the Opera House property as contemplated in this Agreement will be in compliance with all applicable City Ordinances, and state and Federal laws and regulations. Pursuant to the Iowa Smoke free Air Act, this is a Non-Smoking Facility.
7. Alcohol **should not** be consumed outside of the building.
8. The renter agrees that no alcoholic beverages may be given or consumed by anyone under 21 years of age anywhere in the facility or on City property; and the renter is responsible for see that all Local, State and Federal laws as to the age restriction for alcoholic beverages is followed and will not provide any alcoholic beverages to minor nor allow any other guests or attendees at the event to provide any alcoholic beverages to minors.

Initials: _____

9. The City of Essex reserves the right to refuse rental of this property.
10. All renters should respect the City of Essex “noise ordinance” violation will be ticketed accordingly by Police discretion.
11. The undersigned, signing on behalf or (organization is empowered by said entity and by the authority of the City of Essex, if applicable, to bind said renter to the terms and conditions of this Agreement.

Signature of Renter/Responsible Party

Date

Signature of City Employee

Date

In case of emergency: after hours please contact:

Rules for the Opera House Rental

- If the Opera house is cleaned inside and also the outside grounds you will receive your deposit back **after** the arrangements are met with the Essex City Clerk.
- If you are not planning to clean the hall and giving up your deposit, please give the Essex City Clerk notice before you rent the facility. Please **DO NOT** leave the building without cleaning it. Cleaning arrangements must be complete before you rent the facility.
- The tables are to be replaced back as they were when you signed your contract.
- All floors must be cleaned as well as the kitchen and bathrooms. The floors must be scrubbed. If the floor is sticky, you will not get your deposit returned.
- Any damage must be reported to the person who you rented the facility from. If there is damage the renter will be responsible.
- Please do not use confetti or silly string
- Beer kegs must be in containers.
- The band or music must end at 12:00 AM
- The serving of alcohol must end at 12:00 AM
- All people must be off the premises by 12:30 AM
- There is nothing **attached** the walls or ceiling.
- All lights and the air conditioner returned off when you leave the building.
- If you are using the air conditioner all doors must remain closed. **Do not leave the air conditioner running all night.**
- The kitchen is a catering kitchen only!
- Stove and refrigerator are available for use. Please do not leave unused items.
- Do not dump anything outside the building, trash dumpsters are provided in the back of the building.
- Bag all garbage and place it in the dumpster.
- You must provide your own table service and dishtowels.

PLEASE NOTE:

* Set heat to 55* when leaving (October thru April)

* Set air conditioning to 85* (April thru September)

Essex Opera House Cleaning Checklist

Building Exterior

- ☐ Aluminum cans and litter picked up from lawn and sidewalk.
- ☐ Solar lights on steps intact and still in working order.
- ☐ Stairs, porch and railings free of litter, dirt and mud.
- ☐ Trash in dumpster. Dumpster lid closed.

Building Interior

- ☐ Tables wiped off.
- ☐ Countertops wiped off.
- ☐ Floors swept.
- ☐ Floors mopped.
- ☐ All brought in food/drinks removed from premises.
- ☐ All trash taken to dumpster.
- ☐ Baseboards wiped off where needed.
- ☐ Dirt/mud removed from flooring, steps, chairs, tables.
- ☐ Clean out/wipe dry sink.
- ☐ Toilets flushed and left empty (except water in bowl)
- ☐ Turn off lights and fans.
- ☐ Sweep off entrance rug.

*Thank you for utilizing our beautiful facility.
We hope you enjoyed it as much as we do!*