



Facility Rental and Event Contract

CLIENT INFORMATION

Name: _____ Event Date: _____
Address: _____ Event Type: _____
City: _____ # Guests: _____
State: _____ Zip: _____ Arrival Time: _____
Email: _____ Catering: Y/N Dinner Time: _____
Home #: _____ Name of Caterer: _____
Cell #: _____ China: Y/N

Acceptance of this contract confirms that the Vista Grande (the facility) will be reserved for the above scheduled event, for the rental service, given all conditions stated within this agreement:

Rental and Service Fees/Facility:

The rental fee for this event is \$650, with a \$325 deposit required for the reservation of your date upon signature of this contract. The balance of \$325 is due 60 days from the date of the signature of this contract.

The renter also agrees to pay a \$3.50 per person service fee for the number given to the caterer or the actual number in attendance according to caterer count (if larger than estimation). The estimate for people in attendance is to be provided to the Vista Grande a minimum of two weeks prior to the event. The per person service fee covers table bussers, set-up, tear down and cleanup of the facility. This also covers the cost of linens on the head table, gift table, cake table and serving linens.

China place settings may also be provided by the Vista Grande at an additional \$3.50 per person service fee if requested above. If china is not used, renter will work with caterer to provide disposable dishes for all guests. Linen napkins are an additional \$.65 each. All linens must be ordered through the Vista Grande and may not be brought in by a guest or other decorating company.

- Vista Grande is not responsible for providing plates, silverware or serving dishes for cake, nuts and mints.
- All decorating of the facility is the responsibility of the renter. Vista Grande can provide decorating services at an additional cost under a separate contract.
- If the facility is not rented out the day prior or the day after the event, the client may come in to decorate and drop off, or take down decorations.
- Attaching anything to walls, doors or fixtures is not allowed.
- Client must have guests vacate the hall by 12:00am. The Vista Grande bar will stop serving alcohol and turn the lights up at 11:30pm.
- Rental of the Vista Grande is for a maximum of 8 hours. Parties will be charged an additional \$75/hr for each hour that exceeds the 8 hour time period of the rental.

All other incidental charges associated with the facility and related to your event covered by this contract, are due at the end of your event (same day). Incidental charges could include, but are not limited to, hosted alcohol, table linens, napkins and china.

Beverages/Food:

- Set-up arrangements are by appointment only.
- All food brought onto the premises must be through a licensed, insured caterer. An exception will be made only for mints, nuts, and cake.
- All beverages must be purchased through the Vista Grande. No exceptions.
- The facility respects and adheres to all municipal, county, state and federal laws and ordinances. Sales of alcohol and consumption of alcohol to minors will not be tolerated. Guests, if deemed necessary, will be asked for identification at the bar to verify their age for alcohol consumption. Vista Grande has the right to refuse service to anyone that cannot provide the identification or that is thought to have consumed too much alcohol.
- Vista Grande has the right to remove from the premises any minor found to be consuming alcohol or guests that are providing alcohol to minors.
- If there is a request for a full service bar by the family, there will be an additional 18% gratuity added with the exception of keg beer.

Guarantee/Cancellation:

- All events must provide Vista Grande with a final attendance number two weeks prior to the event.
- The final attendance number given to the caterer will be the guarantee. Service fees will be charged based on the initial guaranteed number given being the lowest attendance billed.
- All building rental deposits are **NON-REFUNDABLE**.
- In the case of a cancellation, the party will be billed the service fee of \$3.50 per person for the number of guests given on this contract if a written cancellation is not received by the Vista Grande a minimum of 60 days before the scheduled event. If there is no indication of number of guests on signed contract, party will be billed the service fee for a minimum of 300 guests.
- All cancellations must be given in writing and signed by the contracted party.
- Returned checks will be assessed a \$50.00 in addition to all fees assessed by the financial institution refusing the check.

Damages:

- The renter will be responsible for any property damage as a result of the event covered by this contract and will be billed accordingly.
- Vista Grande is not responsible for supervising client's guests or their behavior.
- Vista Grande is not responsible for any damages or loss of property to clients or client's guest's property while on the premises.

Merger and Integration Clause: No additions, deletions, or modifications of this contract can will be made after both parties have signed, dated and agreed to all conditions and agreements contained within this document. Both parties (Renter and Vista Grande Facility) must approve any future additions, deletions or modifications to this contract by introducing any changes in writing to the changes. Any other changes without mutual approval by both parties will be considered breach of contract.

I agree to the terms and conditions of this rental contract:

Client signature: _____ **Date:** _____

Printed Client Name: _____

Vista Grande Representative: _____ **Date:** _____

**Vista Grande
Celeste and Larry Cruse
2141 16th St. N.W.
Clinton, IA 52732
563.243.3636**

For Office Use Only	CASH	CHECK #	AMOUNT
Rental Deposit To secure specific date (\$325.00)			
Additional Rental Deposit Due 60 days from signature of contract (\$325.00)			
Final Payment for Service Fees/Alcohol/Linens or other incurred fees Due the day of the event			