AVOCA VETERANS COMMUNITY CENTER (AVCC)
RENTAL & FACILITY USE AGREEMENT

112 N. Elm. PO Box 246 Avoca, IA 51521
712-343-2424 ext 1 or deputyclerk@cityofavoca.com

Thank you for choosing the Avoca Veterans Community Center (AVCC) for your event! This agreement outlines the terms, responsibilities, and expectations to ensure a safe, enjoyable experience for all.

AVCC Rentals Manager Contact:
Wendy Dierking
Avoca Deputy Clerk
712-343-2424 ext 1
deputyclerk@cityofavoca.com

The Post Information Contact:
Chad Brockman
Avoca Legion Commander
402-206-1599
fredfunston227@gmail.com

Facility Information

The AVCC offers a welcoming and versatile event space designed to accommodate a variety of gatherings. The Main Event Space (indoor space) comfortably seats up to **150 guests,** with additional access to the outdoor deck, which can seat up to an additional **50 guests.**

When alcohol services are requested, The Post can accommodate an additional **50 guests** within their designated service area.

Available Services:

- Main Event Space
- Kitchen (full access for renters and caterers)
- Restrooms
- Outdoor Deck
- The Post, full connected bar space

The AVCC does not have a dedicated parking lot. **All parking is street parking** located directly out the front doors along Avoca's Main Street.

AVCC PRICING & BOOKING

Sunday – Thursday

Half Day AM (before 2 PM):	$100.00
Half Day PM (after 3 PM):	$200.00
Full Day:	$300.00

Friday – Saturday

Half Day (Before 2 PM / After 3 PM):	$300.00
Full Day:	$500.00

Payment for your rental is due in full at least 30 days prior to your event.

What's Included:

- 20 60″ Round Tables
- 10 6′ Rectangle Tables
- 6 Cocktail Tables
- Full Outdoor Seating
- Full Access to the kitchen
- Full Sound System

Deposit

To confirm your booking, a deposit of $250 is required. This deposit check will be *shredded or returned* after your event, whichever is preferred, provided all rules, cleanup, and regulations have been followed and the facility is left in satisfactory condition, subject to the Cancellation Policy set forth below. Any use of the facility, outside of agreement, will result in forfeiture of this deposit.

If damages occur, costs for repairs or replacement will be deducted from the deposit. If costs exceed the deposit, the Lessee will be invoiced for the difference, which will be due and payable within fourteen (14) days.

Cancellation Policy

- Cancellations six (6) months or more in advance will receive a full refund of deposit.
- Cancellations more than 30 days but less than six months in advance will receive a 50% refund of deposit.
- Cancellations within 30 days of the reserved date will receive no refund of deposit.

Ways to Submit Agreement & Payment

1. Online
    a. Go to cityofavoca.com/page/avcc and click on the "Request a Booking" tab on the left hand side of the page.
    b. You will receive a follow up email with online payment instructions included.
2. In-person at City Hall with cash or check – *checks made out to City of Avoca*
3. Mail deposit ($250) and agreement to City Hall % AVCC at PO Box 246 Avoca, IA 51521

ALCOHOL & BAR SERVICE

Outside alcohol is not permitted in the building. Expected guests of less than 100 will have full bar access and expected guests of 101 or more will have full bar access plus a portable location within the Main Event Space.

If alcohol services are desired, a scheduling fee is determined on the number of guests you expect to attend:

Guests ≤50: $50.00
Guests 51 – 100: $100.00
Guests 101+: $150.00

This fee is not due until 30 days prior to your event, payable to The Post. You are responsible for contacting The Post at least 30 days prior to your event to confirm arrangements, expectations, payment, and to discuss event logistics.

ACCESS & USE OF FACILITY

Access to the facility will be arranged with the Rentals Manager prior to your event. Renters are responsible for setup, decorations, and cleanup within their rental period.

Rental Period

- Friday and Saturday **full day** rentals have access to the building from 6 AM to 2 AM. All full day events must end by 1 AM with clean up completed and doors locked by 2 AM.
- Friday and Saturday half day rentals have access either from 6 AM to 2 PM or 3 PM to 2 AM. Evening event rentals must end by 1 AM with clean up completed and doors locked by 2 AM.
- Sunday through Thursday rents are available half and full days, half days being from 6 AM to 1 PM and 2 PM to 2 AM. Evening event rentals must end by 1 AM with clean up completed and doors locked by 2 AM.

If the day before or after your event date is open, you may be allowed to decorate and/or clean up on those days – contact the rentals manager to confirm availability.

Building Access

Building access will be provided to the event host via key card. The key card may be picked up at City Hall on the last business day prior to the event. The host must return the key card to City Hall either in person or via the drop box located to the left of the main entrance.

If the key card is lost, stolen, or damaged, the cost of a replacement will be deducted from the deposit.

Set-Up

- Round, rectangular, cocktail tables, chairs, and outdoor dining tables are available – renters are responsible for setting them up.
- Heavy tape, staples, nails, hooks, screws, pins, or any adhesives that could damage walls, woodwork, windows, or other surfaces are not permitted.

Kitchen Use & Food

- Renters may bring in their own food or hire outside caterers.

Rules of Use

- No one under 21 years of age may be served or consume alcohol on the facility premises.
- Children must be supervised at all times.
- Smoking is prohibited inside the building and on the outdoor deck.
- No outside alcoholic beverages may be brought into or consumed on the premises.

Cleaning & Maintenance Responsibilities

- All tape, coverings, and similar adhesives must be removed from all tables and chairs.
- Tables, chairs, and surfaces must be wiped down.
- Trash needs to be bagged and put in the dumpster out back.

RENTAL AGREEMENT

Reservations will be made on a first come first serve basis. No reservation will be made and the date will remain open for other renters.

Renter Agrees:

- To abide by the "RENTAL & USE OF FACILITY AGREEMENT" as stated herein, and agrees that the premises will be returned in as good a condition as existed prior to the event.
- The premises will only be used for lawful purposes

Liability & Insurance

The renter assumes full responsibility for the conduct of all guests and any damage to the facility or equipment. The City of Avoca and AVCC are not responsible for accidents, injuries, or lost property.

We, the undersigned, promise to compensate the City of Avoca for any damage done to the AVCC and we agree to release, defend, indemnify, and hold harmless the City of Avoca, Iowa, its officers, employees, and agents from and against any and all third-party claims, demands, damages, losses, liabilities, and expenses, including reasonable attorney's fees, for any bodily injury to any person or physical damage to tangible personal property or real property, including loss of use, that may arise from or in connection with the Renter's use of the facility, regardless of whether the claim is caused in whole or in part by the negligence of the City.

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

Type of Event (i.e Reception, Fundraiser, Reunion): _____

Event Date: _____ Event Time: _____

Circle One: AM HALF DAY PM HALF DAY FULL DAY

Do you need alcohol services? YES NO

Est. Number of Attendees: _____

Host Full Name: _____

Organization (if applicable): _____

Host Address: _____

Primary Phone: _____

Email: _____

Additional Notes:

_____

_____

_____

_____

By signing this Agreement, I acknowledge that I have read and understand the rules and regulations for the use of the AVCC, and acknowledge my responsibility to take steps to ensure compliance with said rules and regulations by all event guests.

_____ _____

Host Signature Date

_____ _____

Team Member Signature Date

Office Use:

☐ Deposit Paid: $ _____ Date Paid: _____

- ☐ Cash
- ☐ Check/# _____

☐ Rental Fee Paid: $ _____ Date Paid: _____

- ☐ Cash
- ☐ Check/# _____

☐ Building Clean Per Agreement? YES NO

☐ Yes/No Comments: _____

_____

_____

_____

Event Rental Complete

_____ _____

Team Member Signature Date