

Banquet Hall Rental Agreement

Osceola Municipal Golf, 400 E. Fayette, PO Box 524, Osceola, IA 50213

Name _____ Rental Date (s) _____

Address _____

Phone _____ Email _____

Type of Function _____ Start Time _____

Number of Guests _____ Finish Time _____

Number of Tables Requested _____

Bar/Bartender Requested _____

Linens Requested _____

Terms & Conditions

No smoking within building.

No outside liquor/beer/wine. Alcohol must be purchased from Osceola Municipal Golf.

Deposit – A deposit of \$150 is due upon signing contract. Deposit fee will be returned if there is not breakage, damage, or loss to the building contents, or additional expenses incurred due to the event, including cleaning. If breakage, damage, or additional expenses incurred exceeds \$150, the undersigned agrees to reimburse Osceola Municipal Golf for the excess within (10) days. **Deposit is non-refundable due to cancellation.**

Rental Charge – Rental charges are below and due the day of the event. Events must conclude by 11:00 p.m.

\$250 for 3 hours*
\$400 for 5 hours with private bar*
*\$50/hour for each additional hour

Cleaning – Renter is responsible for removing all trash to dumpster, sweeping floors, and wiping tables (if linens or other table coverings are not used). There will be a \$100 cleaning fee if these are not performed.

Set-Up/Decorations – Renter will be allowed to set-up and decorate up to 2 hours before event. No decorations are allowed on walls or ceilings. Tables and chairs will be provided at no additional charge. The fee for use of linens will be \$10/linen and is due upon day of event.

Caterer – The caterer that you hire must provide a certificate of insurance and current health certificate to Osceola Municipal Golf on or before the day of the event. Caterer may use kitchen including dishes, glasses, silverware and cooking utensils. Caterer is responsible for cleaning of kitchen and all aforementioned items/utensils. If kitchen/utensils are not cleaned, renter will be responsible for \$100 cleaning fee.

Agreed Upon By:

“RENTER”

“OSCEOLA MUNICIPAL GOLF”

By: _____

Date: _____

Title: _____
