## CORPORATE RENTAL EVENT APPLICATION

<table>
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<tr>
<th>Company / Organization Name:</th>
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<tr>
<td>Primary Contact:</td>
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<tr>
<td>Billing Address:</td>
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<tr>
<td>Phone:</td>
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<tr>
<td>Cell Phone:</td>
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<td>Email:</td>
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<tr>
<td>Non-profit: □ Yes □ No</td>
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<tr>
<td>Is there an admission fee for this event? □ Yes □ No</td>
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Corporate rentals may be reserved Monday - Thursday between the hours of 8:00 AM and 10:00 PM

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<thead>
<tr>
<th>Event Date:</th>
<th>Rental Time Period: (Set up to clean up)</th>
<th># of Participants:</th>
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**REQUESTED FACILITY (Check one)**

- □ Grounds  Time:____________
- □ Lodge    Time:____________

**ADDITIONAL OPTIONS (Payment Due 30 Days prior to date of event)**

- □ Fire pit (Lodge or Grounds) $42  Wood provided by Ushers Ferry only □ Hayrack for $105/hour $
- □ SECURITY DEPOSIT □ Alcohol Free Event $200 □ Event with Alcohol $500 $
- □ Police/Security Fees $162 Required for rentals with alcohol $

### BASIC

<table>
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<tr>
<th>FEES</th>
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<tr>
<td>□ A LODGE OR GROUNDS ($450)</td>
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<td>4 consecutive hours at either location</td>
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<tr>
<td>50% DUE NOW</td>
<td>$225</td>
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<td>TOTAL PAID $</td>
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<td>Date Paid:</td>
<td>Date Paid:</td>
<td>Date Paid:</td>
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<tr>
<td>□ B EACH ADDITIONAL HOUR ($125)</td>
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<td>$_____</td>
<td>$_____ Date Due:</td>
<td>Date Paid:</td>
<td>TOTAL PAID $</td>
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<td>Date Paid:</td>
<td>Date Paid:</td>
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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
Terms and Conditions: Lodge/Grounds Rental

- Rentals begin and end at the time specified in the signed agreement. All decorations, equipment and personal property must be removed and everyone must be off the grounds by 10:00 PM. No exceptions. All Package rentals should conclude 1 hour 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 at the front and back gates.
- 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 Lodge and 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 flames allowed in the buildings or on the grounds per Fire Department code.

Alcohol
- Per City code, 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.
- Vendors with proper licenses and permits may offer cash bars.
- 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. We encourage you to purchase a liability policy ($1 million) including alcohol for the day.
- If hard liquor is discovered, it will be brought to the attention of the renter. Staff will secure the alcohol until the end of the event, when it will be returned. If the renter fails to comply, Ushers Ferry reserves the right to terminate the event.
- A security officer will be present at an event with alcohol. The price is $147 and will be added to your bill.

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 Ushers Ferry staff.

Security Deposit Refund
- There is a $200 security deposit for alcohol free events and a $500 security deposit for events with alcohol.
- If you exceed the signed rental agreement time period a minimum fee of $175/hour with a 1-hour minimum will be deducted from your deposit.
- 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 Monday - Friday 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.

X ____________________________ X ____________________________
Supervisor, Ushers Ferry Historic Village / Date  Renter / Date

5/1/19
EVENT DETAILS & OUTSIDE CONTRACTED SERVICES

Rental Date ______ Rental time (set up through tear down) from_______to_______ # of Participants _______

Time on Grounds: __________ to __________ (Time on grounds includes dressing and photos.)

Alcohol: ☐ Yes ☐ No  Keg Permit: ☐ Yes ☐ No  Police scheduled from_________to_________

Decorations Approved: (Date/initial)_______________________.

Patio Furniture: ☐ Yes ☐ No  Projectors: ☐ Yes ☐ No  Fire Pit: ☐ Yes ☐ No  Hayrack: ☐ 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. We encourage renters to purchase their own $1 million liability policy to cover alcohol at your event.

<table>
<thead>
<tr>
<th>VENDOR NAME &amp; ADDRESS</th>
<th>PHONE</th>
<th>SERVICE PROVIDED</th>
<th>DELIVERY DATE/TIME</th>
<th>PICKUP DATE/TIME</th>
<th>INSURANCE CERTIFICATE OR N/A</th>
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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 attach them. 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. Please attach a list of any outside equipment you will be renting from a vendor and bringing into the facility.

5/1/19
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.**
RESERVATION TIME PERIOD INCLUDES

SET UP / TEAR DOWN
Set up / tear down and clean-up is the responsibility of the renter or contracted vendor. Rental time periods include set up through tear down. Early set up and delivery of equipment for grounds rentals must be approved by staff and will incur additional charges. We require a list of all equipment/furniture/fixtures being brought into our facility. Ushers Ferry staff will have a check in/check out sheet that must be used for your rental.

CATERING AND CONTRACT VENDORS
You may select the caterer of your choice. Caterers and other contract vendors must be listed on your event details sheet and may be required to provide proof of insurance.

DECORATION POLICY

We Allow
- Real flower petals may be tossed inside or outside.
- Bubbles are allowed outside only.
- Glow sticks are allowed inside and out.
- Ladders, 6 ft. or shorter, may be brought in and used on the grounds. Ladders taller than 6 ft. must be approved by Ushers Ferry staff.
- Pop-ups are allowed on the grounds, but must be weighted down properly. Any tents requiring stakes must be approved and location determined by Ushers Ferry staff prior to your event.
- Extension cords may be used with the approval of Ushers Ferry staff, as long as they are not a safety tripping hazard. However, we are unable to provide extension cords.
- Lights and decorations may be hung from the lodge rafters with prior approval from Ushers Ferry staff.

Not Allowed
- No nails, tacks, tape (including 3M products) may be used to fix decorations to trees or to buildings and structures (including walls, floors and windows).
- No confetti, rice, birdseed, streamers, poppers, in buildings or on grounds.
- To protect the environment, no releasing balloons into the atmosphere.
- No artificial flower petals are to be tossed anywhere on the grounds.
- Per Fire code, lighted candles, tiki torches, luminaries or wish lanterns are not permitted inside or out.
- Per Fire code, no pyrotechnics (including sparklers) are allowed.
- Per Fire code, the use of fog or smoke machines is not permitted.

Please be mindful of equipment that may scratch the floor. Ushers Ferry staff will provide carpet tiles if needed.
USHERS FERRY LODGE RENTAL SET UP & TEAR DOWN CHECK LIST

USHERS FERRY STAFF WILL:

1. Meet with designated person in charge of setup at the beginning of rental.

2. Check all items being brought into the Lodge, logging them in on the event check list. All items will be inspected for possible scratch and dent hazards to the building and grounds; we will provide rugs and carpet squares, cardboard, tape to pad and protect if necessary.

3. Meet with all outside vendors. All vendors must check in with staff upon arrival and provide a list of items brought into the Lodge.

4. Supervise the building and surrounding area during your rental time.

5. Be available to answer questions during your rental time and will provide cell phone and contact information on the white board in the kitchen by the phone.

6. Be responsible for setting out and putting away audio/video equipment, and will log all equipment used on the event check list.

7. Provide renters with garbage bags for unwanted items and decorations not needed after the event.

8. Assist with clean up at the end of your event, removing garbage to dumpsters and wet mopping any spills in the reception area of the Lodge. Kitchen cleaning is the responsibility of the caterer.

Our staff is not available to organize or supervise the parking of your guests, but will give directions for parking.

TEAR DOWN:

1. Take down all decorations you brought with you, including rental items, and place in designated area.

2. Pick up all garbage, inside as well as patio and area surrounding the Lodge. Ushers Ferry staff will place garbage in dumpsters and provide you with additional garbage bags for any unwanted items or decorations from your event.

3. Wipe all tables and chairs. Take down tables and chairs and store in carts provided.

You must sign off with Ushers Ferry staff at the end of your rental that all requirements have been met to guarantee your security deposit refund.

* Caterers are responsible for cleaning the entire kitchen and wet mopping all spills. If the renter uses the kitchen after the caterer leaves, it is the renter's responsibility to leave the kitchen clean.
FLOOR PLAN

THE LODGE AT USHERS FERRY HISTORIC VILLAGE

Please Note: No chairs or tables from the lodge are allowed outside.

Main Room Dimensions: 59' x 79'

Lodge Seating: 40 5' rounds, 20 6' ft rectangle, 300 folding chairs

FLOOR PLAN

5/1/19