



Rental Guidelines & Policies

Rental Information

The Armstrong Events Center is available to rent Monday through Friday from 5:00pm to 10:00pm, and Saturday and Sunday from 7:00am to 10:00pm.

Rental Policies

Reservations must be made at least 10 business days in advance but cannot be made more than one year in advance. The rental fee and damage deposit must be paid at least 10 business days prior to the reserved date. Armstrong Development shall have no obligations under this Agreement until the deposit is paid in full.

Damage Deposit: \$250.00

The Armstrong Events Center is available on an hourly basis, based on the time requested for lights and heating/cooling to run:

Armstrong Development tenants: \$60.00 per hour
All others: \$110.00 per hour

Renters receive use of the entire seating area for the time period that they have reserved (access to Food Court tenant kitchens and counters is strictly prohibited). Renters may have use of the bar area for staffed serving only for a per event charge of \$75.00 (this includes ice to fill the bar). Restrooms in the Event Center are for the use of the Renter and their guests only. Renter is required to occupy the Event Center through the rental period as agreed upon below.

Anticipated attendance may not exceed the occupancy limit as determined by the Cedar Rapids Fire Department of 300.

Refunds are not available for cancellation of reservations with less than 10 business days notice.

An attendant representing Armstrong Development Company will arrive at the agreed upon time below and remain onsite throughout the event to assist with facility operations and lock up at the agreed upon time below. It is the sole responsibility of the Renter to tear down and vacate the facility by that time. Should Renter go later than the agreed upon time period, a fee of \$75.00 per half hour will incur which will not be prorated.

The facility shall be provided as-is, and Owner makes no warranty to Renter regarding the suitability of the facility for Renter's intended use. Renter shall leave the space in the same or similar condition as when Renter entered. Renter shall be responsible for any damage caused to the Space beyond ordinary wear and tear

Renter is responsible for obtaining licensing agreement for any and all live or recorded music to be used during the event.

In the event that Owner is unable, for reasons beyond its control, to make the facility available to Renter on the Event Date for the purposes as set forth in this Agreement, Renter shall have the option of choosing an alternate date to hold the Event at no extra charge to Renter. If Renter selects an Alternate Event Date that is reasonably acceptable to Owner, then the Alternate Event Date shall replace the Event Date for the purposes of this Agreement, and all obligations, rights, duties and privileges as set forth in this Agreement shall remain binding on the Parties. If Renter and Owner cannot agree upon an Alternate Event Date within 30 days of the original Event Date, then Owner shall refund to Renter the full amount of the Rental Fee (including the full Deposit). In neither case shall Owner be liable for any additional costs or damages suffered by Renter (over and above the Rental Fee) arising out of a rescheduling or cancellation of the Event pursuant to this Section.

Alcohol

Renter is responsible for obtaining a liquor license if alcohol of any type is to be sold on the premises for the event. Renter is responsible for hiring an off duty police officer for security to ensure enforcement that no individual under the legal age as determined by the State of Iowa consumes alcohol of any type.



**Rental Guidelines & Policies
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Decorations

Candles are only permitted if contained within a glass container that allows no less than a two inch gap between the peak of the flame and the rim of the container. Decorations may not be hung in such a manner as to permanently alter the surface of the walls or windows (i.e. no nails, screws, etc.).

Event Promotion

Any public advertising of your event must be pre-approved by an Armstrong Development Company representative prior to printing. Do NOT give our phone number as a contact for your event.

Applicant agrees to defend, indemnify and hold Armstrong Development Company harmless from any and all liability for injury to persons or property occurring as a result of any activities and agrees to pay for any and all damage to the facility, building, equipment or furniture owned or controlled by Armstrong Development Company, which results from any scheduled activities or is caused by any participant in any scheduled activities.

I have read, understand and agree to comply with the rules set forth regarding facility usage including the conditions listed above. I further agree that I am of legal age and will be personally responsible for the repair of damage to property or facilities and for replacement of stolen property.

Renter (signature): _____

Date of Event _____

Renter (print): _____

Start Time _____

Address: _____

End Time _____

City, State, Zip: _____

Armstrong Development Company: _____