



Falcon Civic Center- Birthday Party Rental Agreement

Return this form immediately as proof of reservation. All rental fees are DUE in full on or before the date of the rental.

Description of what is included in the rental fee:

The Falcon Civic Center Gym is available for you to rent for birthday parties!! The kitchen is available for you to use if needed. We have sports equipment including basketball, kickball, soccer, & wiffleball available from the front desk for you to play with at the party!!

Birthday Parties will ONLY be scheduled on Saturdays or Sundays. We will allow party rentals outside of our staffed hours if they start or end within our staffed hours. All weekend rentals must be paid for the Friday prior to the rental.

The Birthday Party Rental consists of a total of 2 ½ hours and include sole use of the gym and attached kitchen (if needed), and the cost is \$125. Tables and chairs may be set-up in the gym for a place to eat cake and open gifts.

All reservations must be made prior to the date of your party by calling the Falcon Civic Center at 319-334-6711 Monday- Friday between 8am- 3:30pm.

Falcon Civic Center
1305 5th Avenue NE
Independence, IA 50644
319-334-6711

Office Use Only: **(Updated 2023)**
Rental Fee: \$125
Total Fee Paid: _____
Date: _____ Staff Initial: _____

Fill out form & sign agreement on the back.

Contact Person (Lessee): _____

Address: _____

Phone # (Daytime) _____ (Evening) _____

Date of Rental: _____ Time of Rental: _____

Equipment Needed	# Needed
Tables	_____
Chairs	_____

Birthday Party Rental Rate:
\$125 Rental of Gym & Kitchen Only for 2 ½ Hours

Sports equipment is available at the front desk at NO extra charge.

Please turn over >>>

**Falcon Civic Center- Birthday Party Rental Agreement
Independence, Iowa**

This agreement, made and entered on _____ by and
Date the reservation was taken on

Between the Independence Parks & Recreation Department of Independence, Iowa, hereinafter referred to as the IPRD and _____, as the Lessee.

Name of person reserving

1. The IPRD agrees to rent the Falcon Civic Center Gym & Kitchen from _____ AM or PM on _____ to _____ AM or PM.
2. For the use of the gym and kitchen for the period of time above, the described Lessee agrees to pay the IPRD the sum of **\$125**. Payment due in full by _____.
3. The IPRD agrees to furnish all of the essential light, heat, and ordinary operating equipment as may be needed.
4. Lessee shall furnish all necessary labor that is essential to install, operate, service, and remove all equipment belonging to the lessee.
5. Lessee agrees that he/she/they will not in any way injure, damage, mar, or deface the building (including excess decoration) premises, furniture, fixtures, or equipment on or around the building and shall reimburse the IPRD of any equipment or injury caused by it, its employees, agent, or other persons admitted to the premises by the lessee.
6. All property brought onto the premises by Lessee shall be at the risk of the lessee and the IPRD shall not be liable for any loss or damage or any injury to lessee, agents, or employees.
7. NO ALCOHOL IS ALLOWED IN THE BUILDING.
8. It is further agreed by the parties as follows:
 - A. A written application must be submitted to the Falcon Civic Center for each use. Please make checks payable to the Falcon Civic Center.
 - B. Rooms are not available until the time of reservation. One half of an hour total has already been added to the length of this birthday party rental agreement to accommodate the time for set-up and tear-down.
 - C. Chairs and tables will be provided but rooms are to be set-up and torn-down by the Lessee.
 - D. Decorations must be removed after use. Leaving no tape, staples, or strings on the walls or ceiling.
 - E. The kitchen is to be left clean after each use, this includes counters and sink wiped clean and garbage removed. We do NOT provide cooking utensils, silverware, etc... The lessee will have to provide these items and remove them at the end of your rental.
 - F. There is NO Smoking or Vaping Allowed inside of the Falcon Civic Center.
 - G. Any person guilty of using loud and/or profane language, rowdy or unruly conduct and/or becomes disturbing by their conduct will be asked to leave the Falcon Civic Center.

Lessee Signature: _____

Staff taking the reservation _____ Date: _____

Thank you & we hope you have a very Happy Birthday!!