

# *FACILITIES RENTAL PERMIT INFORMATION AND APPLICATION*

*THE PARK LODGE AT TERRY TRUEBLOOD RECREATION AREA  
579 MCCOLLISTER BLVD  
IOWA CITY IA 52240*

Please contact our Event Coordinator with The Avacentre at 402-677-1821 or by email to [EventFacilities@iowa-city.org](mailto:EventFacilities@iowa-city.org) for more information about reserving the facility.

## **Facility Description:**

The Park Lodge at Terry Trueblood Recreation Area is a 5,870 square-foot venue available for rental year-round, with a maximum capacity of 170 occupants. It is possible to use the space as two 1,390 square foot sections (East and West rooms) that will accommodate 85 occupants each. Rental of the facility does not include the pergola area on the east side of The Park Lodge, the marina building or the park shelters.

Amenities include tables and chairs, kitchen with stove, refrigerator, freezer and microwave, a gas fireplace and a patio overlooking the lake. There is a sound system available for use that will accommodate the use of a computer, iPod, cellphone, etc. Microphone, lavalier and a screen are also available for presentations. Computer/laptop is not provided, nor is any outdoor furniture. Parking at no cost is available for up to 100 vehicles. Additional parking is available near the marina building.

The facility is available for rentals Monday through Sunday from 7 a.m. to midnight. Set up and tear down are not allowed any time before 7 a.m. or any time after midnight. The applicant, guests and all staff (including catering staff) must exit the building and park by midnight.

Wine and beer are only allowed if the applicant obtains permission from the City. Hard liquor is strictly prohibited. Wine and beer (not liquor) made to sell through a cash bar if said sales are conducted by a caterer or other provider fully licensed to do so, and only if the license(s) and proof of insurance are placed on file with the City Parks and Recreation Director no later than two weeks beforehand. Additional deposit and insurance requirements apply. In the event an applicant is unable to secure the necessary insurance policy, the applicant may apply for a "special event supplemental policy for tenant users" with the City's insurance carrier.

Reservations can be made up to 12 months in advance, with the exception of weddings/receptions which may be made up to 24 months in advance. Please contact our Event Service Coordinator with The Avacentre at 402-677-1821 or by email to [EventFacilities@iowa-city.org](mailto:EventFacilities@iowa-city.org) for more information about reserving the facility.

## Rental Permit Requirements and Procedures:

<b>Rental Fees</b>	
<b><u>Weekdays (Monday through Thursday)</u></b>	
Hourly rates available for up to 5 hours of use.	\$108/hr
All day (over 5 hours)	\$750
<b><u>Weekends (Friday, Saturday, Sunday &amp; Holidays)</u></b>	
Hourly rates available for up to 5 hours of use.	\$215/hr
All day (over 5 hours)	\$1500
<b>Refundable Deposit</b>	
Deposits must be made with a credit card, and are refundable in accordance with the Rental Procedures set forth below	
<b>Deposit: \$250</b>	
<b>If serving alcohol: \$500</b>	

1. RENTAL TIME: You will be responsible for paying the rental fee listed above from the “start time” to the “end time” listed on your Rental Permit Application, regardless of whether you stay at the facility the entire time. **No persons are allowed on the premises prior to or after the “start time” and “end time”, so you must factor in your set-up and clean-up time when completing the application.** The City charges the full hourly rate regardless of actual time the facility is used (i.e. the City will charge for a full 3 hours if an event is 2.5 hours). All decorations, special equipment, rental furniture, etc. shall be removed from the facility by the “end time.”
2. RESERVATION CONFIRMATION: The facility is not considered reserved until the City has received a) a complete Rental Permit Application; 2) the full damage deposit, 3) a signed Administrative Rules for the Use of Alcohol; and 4) evidence of insurance for events with alcohol.
3. RENTAL FEE DUE: Rental fees must be paid no less than 60 days prior to the event.
4. Applicants must be 18 years or older. Proof of age may be required.
5. ALCOHOL: Wine and beer may be served only in accordance with the ADMINISTRATIVE REGULATIONS FOR THE USE OF ALCOHOL attached hereto and incorporated herein.
6. TOBACCO: Use of any and all tobacco products is strictly prohibited within the Terry Trueblood Recreation Area, including inside the Park Lodge, its grounds and the parking lot.
7. ANIMALS: No animals are permitted inside facility.
8. OUTDOOR MUSIC: No amplified music is permitted outside the building without Parks and Recreation Department approval.
9. OUTDOOR FURNITURE: No City-owned furniture may be moved outside. Anyone desiring outdoor furniture must rent it from a third-party vendor.
10. SPECIAL EQUIPMENT: No special equipment may be used without Parks and Recreation Department approval.

11. PROPERTY DAMAGE: The rental permit holder is responsible to pay for all property damage to the facility resulting directly or indirectly from the conduct of any group member or invitees, including catering staff. **Children must be supervised at all times.**
12. SALE OF GOODS: No items or services may be sold without Parks and Recreation Department approval.
13. EVENT SUPERVISOR: The City has contracted with Avacentre, an event services coordinating company, to assist in the planning and supervision of events at the facility. Once a reservation is confirmed, Avacentre will assist with all other services necessary leading up to and including the day of the event. A representative from the City or Avacentre will be present at all times during the event to monitor the event, and to inspect and secure the facility following the event. Please contact Erin Rumsey, Event Service Coordinator with The Avacentre at 402-677-1821 or by email to [EventFacilities@iowa-city.org](mailto:EventFacilities@iowa-city.org) for further assistance.
14. SET-UP, DECORATIONS: **No set-up is allowed prior to the “start time” listed on your Rental Permit Application.** Freestanding decorations are permitted. Tape may be used EXCEPT on any of the painted walls. Suction cups may be used on windows. Candles are permitted with a sufficient barrier to catch melted wax. Floating candles are preferred. Nothing may be affixed to the ceiling, walls, doors, windows or floors. Use of the following items is strictly prohibited: Chinese lanterns; tacks, nails, and staples; rice; birdseed; glitter; silly string; dance wax; and real rose pedals. Evidence that any of these items have been used may result in a deduction from the rental deposit. All decorations must be removed from the facility upon completion of the event.
15. CLEAN-UP: A detailed cleaning checklist is attached hereto. The facility must be left in the same condition it was in prior to the event. All cleaning must be complete prior to the “end time” listed on your Rental Permit Application. You may clean the facility yourself or opt to hire Avacentre’s cleaning service. Hiring a cleaning service does not relieve the rental permit holder from responsibility or liability for the facilities.
16. RENTAL DEPOSIT: Use and Refund
  - A damage deposit shall be required for each event in the amount set forth above. The rental permit holder (Permittee) shall be personally responsible for any and all damages, including those damages not covered by the damage deposit, caused by the rental permit holder or any guests or agents, all in accordance with this Rental Permit.
  - Where the Permittee has timely left the premises in a damage-free, clean condition, City shall return the full deposit to the Permittee within 30 days after the event.
  - Where the Permittee fails to complete the Final Checklist, the City reserves the right to retain all or a portion of the deposit to cover its costs in cleaning the facility to its satisfaction. The City shall refund any remaining deposit to Permittee within 30 days after the event, along with a detailed accounting of the amounts deducted from the deposit.
  - Where the cost to repair, replace, or clean the facility, equipment or other property lost or damaged during the event is greater than the deposit, the Permittee shall be responsible for paying the excess costs, as determined solely by the City, which will be charged to the

Permittee's credit card. The City shall notify the Permittee of such expense prior to charging the credit card.

- In the event that the Permittee fails to clean and exit the facility prior to the end time listed on the Rental Permit Application, the Permittee will be charged for the additional time at the full hourly rate, which shall be deducted from the rental deposit.

17. CANCELLATION POLICY: Cancellations should be made at the earliest possible date. The deposit will be forfeited if a rental is cancelled within 30 days of the event date. The deposit and rental fees will be forfeited if a rental is cancelled within 7 days of the event date. In the event of unforeseen circumstances beyond the City's control, the City reserves the right to reschedule and/or cancel the building reservation. All deposits and payment made will be refunded in full to the applicant.

18. MAXIMUM ATTENDANCE: The maximum capacity for the full facility is 170 persons, or 85 persons in each half of the facility. In the event the City or its designee believes that these maximum capacities have been exceeded, guests may be asked to leave or may be refused entrance to the facility. Permittee shall be responsible for all guests on the premises and shall assist the City in enforcing this limitation.

## Final Clean-up Checklist

This check list is to be completed before exiting the building the night of the event. The facility must be left in the same condition it was in prior to the event. Clean-up must be complete prior to the "end time" shown on the Rental Permit Application. In no case shall anyone remain on the premises past midnight. Failure to timely complete this checklist will result in a reduction in the rental deposit.

- \_\_\_ Disinfect (yellow spray bottle) chairs and tables.
- \_\_\_ Return tables and chairs to their racks in the storage room.
- \_\_\_ Windex (blue spray bottle) any smudges or handprints on the doors/windows.
- \_\_\_ Sweep the window ledge. (broom & dust pan) Disinfect if needed.
- \_\_\_ Dry mop (dust mop treatment) floors for dust or debris created from the event.
- \_\_\_ Wet mop (blue concentrate) any soiled flooring, including the entry way, bathroom & hallways.
- \_\_\_ Pick up any and all trash from the event and dispose it in the dumpster.
- \_\_\_ Kitchen must be cleaned (mopped, sanitized, refrigerator/freezer emptied & trash removed).
- \_\_\_ Bathrooms must be cleaned and trash taken to the dumpster.
- \_\_\_ Removal and proper disposal of all decorations, including any tape.
- \_\_\_ Removal of any and all special equipment brought on-site by the Rental Permit Holder, the caterer or any other third-party vendor.

ADMINISTRATIVE REGULATIONS FOR THE USE OF ALCOHOL at the Terry Trueblood Recreation Area Lodge, the Ned Ashton House and the Riverside Festival Stage

The following Administrative Rules regarding the use of alcohol are adopted pursuant to Iowa City Code 4-5-3, and approved by the Iowa City Parks and Recreation Director and the City Manager of Iowa City.

The Iowa City Parks and Recreation Director, or designee, is authorized to issue written permission to a Permittee, via an addendum attached to an approved Facility Rental Permit, for the use of alcohol in the Terry Trueblood Recreation Area Lodge, the Ned Ashton House, and the Riverside Festival Stage pursuant to these administrative rules. The following rules apply:

1. The City will have a designee present for the duration of the event.
2. A damage deposit shall be required for each event, as set by the City, or designee. The rental permit holder (Permittee) shall be personally responsible for any and all damages caused by the Permittee or any guests, including those damages not covered by the damage deposit.
3. Permittee shall obtain a general liability insurance policy in the amount of \$1 million per occurrence covering personal injury, bodily injury, and property damage. No deletion or modification to Host Liquor Liability is allowed. An umbrella or excess liability policy in these amounts may be sufficient to meet this requirement. The City of Iowa City must be included as an Additional Insured on the policy, unless otherwise agreed upon by the Director of Parks and Recreation. The City requires that the insurance carrier be A rated or better by A.M. Best. All policies shall be written on a per occurrence basis, not a claims-made basis, and in form and amounts and with companies satisfactory to the City of Iowa City. Such policy shall remain in full force and effect for the duration of the event. Where a caterer is providing the alcohol, proof of the caterer's insurance meeting these requirements is sufficient. Proof of insurance is due with the rental deposit.
4. The Permittee must be 21 years of age or older, and provide proof thereof via a government-issued photo I.D. upon request.
5. No person under the legal drinking age may possess or consume alcoholic beverages.
6. All alcoholic beverages must be consumed in the building or within the outdoor patio area. No possession or consumption of alcohol is allowed anywhere else on City property, unless within an area covered by a valid liquor license approved by City Council.
7. The City or its designee reserves the right to cut off any person from further possession or consumption of alcohol, should their behavior, in the sole opinion of the City or designee, warrant it. Failure of the Permittee or its guests to act responsibly and maintain order, as determined by the City or its designee, may result in removal of the person(s) from the premises, intervention by law enforcement, and/or termination of the event.
8. No liquor shall be permitted. Permittees may bring their own wine or beer only if a caterer is not providing the alcohol.
9. If a caterer is providing the alcohol, any and all wine and beer possessed or consumed must be provided by the caterer.
10. If a caterer is providing the alcohol, the Permittee shall provide evidence of the caterer's liquor license to the City.

11. Wine and beer (not liquor) may be sold through a cash bar if said sales are conducted by a caterer or other provider fully licensed to do so, and only if the license(s) and proof of insurance are placed on file with the City Parks and Recreation Director no later than two weeks beforehand. Sales of wine or beer outside of the lodge are allowed only for events sponsored or co-sponsored by the City, and only by liquor licensee acting pursuant to a liquor license then in effect for the Terry Trueblood Recreation Area Lodge.
12. Only hosted wine and beer is permitted. No sales, cup sales, "suggested" or "free-will" donations, and/or tickets are allowed. If there is evidence that alcohol has been sold to individuals, other than the sale from the caterer to the Permittee, or the caterer to individual guests through cash bar sales, the event will be terminated immediately, and law enforcement will be notified.
13. Permittee agrees to indemnify, defend, and hold harmless the City against any and all claims related in any way whatsoever to the Permittee or any of Permittee's guests consuming alcoholic beverages, or any behavior that arguably resulted from the Permittee or guest consuming alcoholic beverages.
14. The Parks and Recreation Director or designee may place additional reasonable conditions on the use of alcohol in the Terry Trueblood Recreation Area Lodge, the Ned Ashton House, or the Riverside Festival Stage, which conditions shall be attached to the rental permit.

I HAVE CAREFULLY READ AND UNDERSTAND THIS DOCUMENT, AND AGREE TO ALL TERMS CONTAINED HEREIN. I AM SIGNING THIS FREELY AND WITHOUT RESERVATION OR CONDITION.

\_\_\_\_\_  
*Permittee Printed Name*

\_\_\_\_\_  
*Permittee Signature/Date*

  
\_\_\_\_\_  
*City Manager Approval/Date*     5/23/19

# FACILITIES RENTAL PERMIT APPLICATION

THE PARK LODGE AT TERRY TRUEBLOOD RECREATION AREA  
579 MCCOLLISTER BLVD.  
IOWA CITY IA 52240

Return Application with Deposit to: By Mail to Iowa City Parks & Recreation, ATTN: Jeff Sears  
220 S. Gilbert St., Iowa City, IA 52240 or by email to our  
Event Service Coordinator at [EventFacilities@iowa-city.org](mailto:EventFacilities@iowa-city.org)

## **Applicant Information**

Individual/Organization ("Permittee"): \_\_\_\_\_

Contact Person: \_\_\_\_\_ DOB \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## **Event Information**

Type of Event: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Start Time\* \_\_\_\_\_ am/pm End Time\*\* \_\_\_\_\_ am/pm

**\*Include any time needed for set-up. No person may commence set-up prior to the start time listed above.**

**\*\*Include the time necessary for cleaning up after the event. No one may remain on the premises after the end time and in no event shall any person remain at the Facility past midnight.**

**Once set-up begins, the Permittee will be charged rent until the end time. Permittees must pay the full hourly rate regardless of actual rental time.**

Maximum Attendance: \_\_\_\_\_

Event Location:  I would like to reserve the facility with the room divider stored (170 guests)

I would like to reserve the facility with the room divider in place (east and west rooms)  
85 guests per room

**Event Features**

Would you like permission to serve alcohol at the event? (Restrictions Apply. See Administrative Regulations for the use of Alcohol attached.)  Yes  No

Will you be hiring a caterer for the event?  Yes  No  
Company: \_\_\_\_\_

In the event that you receive permission to serve alcohol, will the caterer be providing the alcohol?  
 Yes  No (If yes, please provide a copy of the caterer's liquor license)

Will you be renting furniture or equipment from a third-party vendor?  Yes  No  
Company: \_\_\_\_\_

Would you like permission to use outdoors sound amplification, live music or deejay, tents/canopies.  
 Yes  No Explain: \_\_\_\_\_

Would you like permission to sell items or services during your event?  
 Yes  No Explain: \_\_\_\_\_

Additional Requests: \_\_\_\_\_

The applicant and the applicant's group shall indemnify, defend and hold harmless the City, its elected and appointed officials, agents, employees and volunteers from all liabilities, claims, judgments, demands and costs arising out of or resulting from applicant, applicant's group or their invitees' use of The Park Lodge at Terry Trueblood Recreation Area. I agree to be solely and completely responsible for the condition of the reserved facility and to leave it timely and in neat and clean condition without damage. I agree to promptly reimburse the City for all damages. Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.

By signing below, I am acknowledging that I have read the Rental Permit Procedures and Application, and hereby agree to be bound by the terms stated therein.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return your completed application and payment to  
(If by mail) Iowa City Parks & Recreation  
Attn: Jeff Sears  
220 S. Gilbert St, Iowa City, IA 52240  
Or by email to our Event Service Coordinator with the Avacentre at  
EventFacilities@iowa-city.org*

***THIS INFORMATION SHALL BE SHREDED IMMEDIATELY UPON FINAL RECONCILIATION OF DEPOSIT DEDUCTIONS***

**Method of payment: Master Card/Visa/Discover/Am. Express**

**Name on Card** \_\_\_\_\_

**CC Number** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_ **3 digit authorization code:** \_\_\_\_\_

