City of Stanwood Park Pavilion Rental Agreement

Park pavilion rentals are on a first come, first served basis. Please contact City Hall with any questions.

- **Stanwood City Park Shelter**
  - **Event space, 9 rectangle tables, 66 chairs, private restrooms, kitchen, two movable kitchen serving islands, heat/ac, tv, wifi > password 105N.Maple**
  - **$100.00 rental, plus $100.00 cleaning/damage deposit**

Please pay rental fee and cleaning/damage deposit on two separate checks. The cleaning/damage deposit check will be destroyed upon a successful post-rental inspection.

- *Deposit is due within 5 days of booking reservation to guarantee date held*
- *Rental fee will be retained if not canceled within 48 hours of event day*
- *Deposit will be retained if key is not returned with 24 hours after day of event or if pavilion was not cleaned/taken care of*

LIABILITY

All renters shall hold the City of Stanwood harmless from any and all claims arising by virtue of the activities of the group at the park shelters/buildings. All renters agree to indemnify the City of Stanwood for any costs or attorney's fees incurred resulting from a claim arising under the above circumstances.

- Occupation of the space is from 6am-9pm on the day of the rental only.
- Return picnic tables, tables, and chairs to their original place. Fold up chairs, only leave 4-6 tables up.
- Clean off tables, chairs, counter tops and islands. Please use wash cloths or rags in cupboard and not paper towels.
- Clean out refrigerator/freezer if used. Anything left will be thrown away.
- Clean Pavilion restrooms if used, toilets, sinks, mirror and floors.
- Remove any decorations . NO tape allowed on walls, trim or ceiling.
- Pick up any trash outside of the building. **NO SMOKING OR VAPING OF ANY KIND INSIDE OR AROUND ENTRANCES**
- Bag all trash and put in outside trash bins. Please combine trash as to not leave anything in garbage cans. Empty the outside trash bin if your party used.
- Cleaners and rags are in the cupboard. Leave all dirty rags/towels in the utility room basket
- Floors need to be swept and mopped!! Mop and broom are in the utility closet by bathrooms.
- Remove all belongings and have shelter completely cleaned by the end of the day of the rental.
- Turn off all lights/fans before leaving. Set thermostat to posted levels at the Pavilion.
- Lock all doors and windows after use.
- Return keys to City Hall. Keys may be left in the outside drop box at City Hall.

Name: _____ Phone: _____

Address: _____ Email: _____

Date of Rental: _____ Deposit Fee: $_____ ___Check ___Cash

Date Deposit Paid: _____ Rental Fee: $_____ ____Check ___ Cash

_____ _____

Signature Date

_____ _____

Cash Deposit Return Signature Date

If you see something you are not happy with, please document with a picture. Questions or concerns, please contact City Hall 563-942-3340 or City Clerk 319-480-7228