

Farley City Park  
Enclosed Pavilion Rental Contract  
563-744-3475

Date of Reservation: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

- Pavilion #1 (South - located right inside the gate) \_\_\_\_\_ Pavilion #2 (North) \_\_\_\_\_

Rental Guidelines

- The rental fee is \$150 for property owners within the city limits, and \$200.00 for non-Property owners, this fee must be paid within two weeks from the day you reserve the pavilion, or before picking up the key, whichever comes first. Cancellations must be made at least 60 days in advance of the reservation to be eligible for a refund. Any paid reservation may be transferred to another day so long as the request is made at least 60 days in advance of the original reservation.
- Your rental period begins at 9AM and ends at 11PM on the date listed in the "Date of Reservation" field above. The following must be complete before you leave the premises:
  - Wipe down all tables, chairs & counter tops, including the counter top with the sink with hot soapy water – YOU WILL NEED TO BRING YOUR OWN RAGS AND SOAP
  - Pick up all trash outside of the pavilion
  - Clean out Refrigerator, and remove all food and drink
  - Sweep all floors, including men's & women's restrooms – brooms and mops are located in the room
  - Mop all floors, including men's & women's restrooms
  - Stack white chairs 2 high on top of white tables
  - Empty all trash cans and replace liners, place garbage in dumpster
    - 1 green can outside of pavilion
    - All cans inside the pavilion
    - Men's and women's restrooms
  - Turn off ceiling fans
  - Lock all doors
- Renters will be required to pay a \$50 deposit before picking up the key. You can pick up the key at City Hall during normal business hours on the Wednesday or Thursday before your event. The key must be returned to City Hall by 4PM on the first business day following your rental. City Staff will inspect the pavilion after every rental. If the pavilion has not been adequately cleaned, or the key is not returned by the deadline, you will forfeit your deposit.
- NO Confetti Allowed!
- You are responsible for excessive damages to the building or property. The City of Farley is not responsible for any accidents.

I have read, understand, and agree to comply with the above listed guidelines.

Signature: \_\_\_\_\_ City/Deputy Clerk: \_\_\_\_\_

Rental Fee Paid: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_