

**CITY OF KEOKUK  
KEOKUK UNION DEPOT  
P.O. BOX 463, KEOKUK, IA 52632**

RENTAL AGREEMENT FOR THE KEOKUK UNION DEPOT

*Please contact Tracy Gatton, 319-795-1008, before completing this form.*

The historic Keokuk Union Depot is owned by the City of Keokuk and operated by the Keokuk Union Depot Commission. The Commission hereby agrees to rent the Depot facility to:

ORGANIZATION/INDIVIDUAL NAME: \_\_\_\_\_

EVENT/OCCASSION: \_\_\_\_\_

DATE(S): \_\_\_\_\_

This Rental Agreement is subject to the terms and conditions as set forth below:

**1. RENTAL/CLEAN-UP FEES:**

- A. \_\_\_\_\_ 50 person or less event @ \$150.00 per day
- B. \_\_\_\_\_ 100 person or less event @ \$250.00 per day
- C. \_\_\_\_\_ 150 person or less event @ \$350.00 per day

**ADDITIONAL OPTIONS:**

- D. \_\_\_\_\_ Set-up fee @ \$50.00
- E. \_\_\_\_\_ Clean-up fee @ \$100.00
- F. \_\_\_\_\_ Table cloth rental (black or white) @ \$5.00 each

TOTAL PAYMENT DUE: \$ \_\_\_\_\_

**2. DEPOSIT & PAYMENT:**

A \$100.00 security/damage deposit is required with this Rental Agreement. The deposit covers repairs or extra cleaning required as a result of the event. **The full amount of the payment due must be received no later than 60 days prior to your event date.** Please send separate checks for the deposit and rental payments. The security deposit will be returned to you following your event, provided that the building is clean and undamaged, **no antique furniture including benches and clock have been moved**, and the key to the Depot is returned. Please make all checks payable to **Keokuk Union Depot Association**.

**3. CANCELLATION POLICY:**

In the event that you must cancel your event, the following conditions apply:

- Cancellation up to 31 days prior to your scheduled event – damage deposit and rental fee are refunded in full;
- Cancellation 30 days or less prior to your scheduled event – full amount of rental payment is forfeited, and damage deposit is refunded in full.

**4. SET-UP/CLEAN-UP PROCEDURES:**

A checklist of set-up and clean-up procedures is attached hereto, for your use.

**5. DEPOT KEY:**

A key to the Depot building may be picked up from **Tracy Gatton, 319-795-1008**, on the day before the event. The key must be returned no later than the day following the event.

**6. ALCOHOL:**

Alcohol may be served in the Depot building. However, alcohol may only be *SOLD* by a properly licensed caterer or vendor operating in compliance with all applicable regulations of the City of Keokuk.

**7. NO SMOKING:**

The Keokuk Union Depot is a City-owned facility and a smoke-free building. There is no smoking permitted inside the building or within 30 feet of any entrance to the building. Please make sure your guests dispose of cigarette butts in a safe manner.

**8. INDEMNIFICATION:**

The Lessee hereby agrees to assume entire responsibility and liability for all damages or injuries to all persons arising out of, resulting from or in any manner connected with the above use by the Lessee of the Depot facilities, and agrees to indemnify and hold harmless the City of Keokuk, the Keokuk Union Depot Commission, its agents and employees from any and all such claims including liable and legal fees and disbursements paid or incurred to enforce the provisions of this paragraph and this Rental Agreement.

The Lessee further agrees that he/she is responsible for all guests at the Depot during the event and agrees to pay for any and all damages or necessary repairs that arise as a result of the event, other than normal wear and tear to the building.

THANK YOU FOR SCHEDULING YOUR EVENT AT THE KEOKUK UNION DEPOT!

Lessee Contact Information:

Name: \_\_\_\_\_

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

City, State & Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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Signature of Lessee

Date

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Signature of Depot Representative

Date

## SET-UP / CLEAN-UP GUIDELINES & CHECKLIST

### SET-UP PROCEDURES:

- \_\_\_\_\_ DEPOT KEY – please call **Tracy Gatton, 319-795-1008**, to schedule key pick-up.
- \_\_\_\_\_ TABLE/CHAIR SET-UP – Tables and chairs may not block any doorways or building exits.
- \_\_\_\_\_ SEATING CAPACITY – Max. 106 people (seated event with tables); Max. 212 people (open-house style event with chairs and/or standing only).
- \_\_\_\_\_ LIGHTING/DECORATIONS – Open flames/candles are strictly prohibited, but electric or battery-operated candles are permitted. Decorations are permitted: however, you may not use nails, screws or staples for hanging. We recommend 3M Command Strips or similar products for your decorative items.

**CLEAN-UP PROCEDURES** (Cleaning equipment is available at the Depot. Cleaning should be completed immediately following the event, unless you make arrangements to come back the following day):

- \_\_\_\_\_ TABLES – wipe off table tops, fold and return to storage area.
- \_\_\_\_\_ CHAIRS – fold up and return to storage area.
- \_\_\_\_\_ FLOORS – Sweep floors and mop up any spills.
- \_\_\_\_\_ RESTROOMS – Both restrooms must be cleaned and swept (mop floors if necessary).
- \_\_\_\_\_ GARBAGE – Garbage shall be placed in proper receptacles and bags should be tied and placed in the trash containers on the track side of the building.
- \_\_\_\_\_ WINDOW COVERINGS – Replace all window covers.
- \_\_\_\_\_ HEAT / AC - During Winter months, turn down the furnace to 60 degrees following your event. During Summer months, please turn off air conditioning at the end of your event.
- \_\_\_\_\_ LIGHTS / DOORS – Turn off all lights and lock all doors when leaving. *Please note: sconce lights remain on 24 hours per day and do not need to be turned off.*
- \_\_\_\_\_ BENCHES - Do not move the depot benches. They must stay along the walls.
- \_\_\_\_\_ DEPOT KEY – Please contact Steve Celania about key return.