

## Jester Park Lodge Policies and Regulations

The Polk County Conservation Board and Christiani's VIP Catering Service welcomes your use of the Jester Park Lodge and we hope you enjoy your visit. Please read the following so that you may familiarize yourself with the rules and regulations necessary to maintain and manage this wonderful rental facility.

### **General Information:**

#### **Renter's Responsibility:**

- The person's name recorded on the reservation form is responsible for the conduct of and/or damages caused by any member of your group. This person must be 18 years of age; 21 years of age if alcohol is present.
- The renter must be at the Lodge at the time specified on the reservation form or the facility cannot be unlocked. After the facility is unlocked, it will be the responsibility of the renter to have someone at the facility to keep it secure. Keys will not be given out. If you need to deviate from the starting time indicated on your contract, please call 515.287.0877.

#### **Open Records Law:**

- Most records in the possession of government in Iowa are public record.
- All information in possession of Polk County Conservation is subject to Chapter 22 of the Iowa Code, Iowa Open Records Law.

#### **Lodge Rental Options:**

- The entire Lodge can be rented or half the Lodge may be rented Monday thru Thursday. The Lodge splits into two rooms; one side with a fireplace and the other side with the kitchen. Each side has access to the restrooms and outside deck.
- The entire Jester Park Lodge will accommodate 258 (per State Fire Marshal) people with each half able to hold 129.
- Two rental periods per day are available. Time slots will be 10:00AM-4:00PM and 6:00PM-12:00AM. Guests and vendors must be out of the lodge by the end of rented time slot (4:00PM or 12:00AM).
- Staff will be at the Lodge at the starting time indicated on the contract to unlock the facility.

#### **Food and Beverage Service:**

- Food and beverage service will be provided exclusively by Christiani's VIP Catering.
- For non-catered events the following applies:

***A non-catered event*** is an event where food and beverage is not planned, provided or delivered by Licensee and/or any other caterer, restaurant or commercial food/beverage provider.

- For Friday AM & PM and Saturday AM & PM rentals, non-catered events **are not** allowed.
- For Sunday AM & PM rentals the non-catered event fee is \$250.
- For Super Bowl Sunday, the Saturday rate applies.
- For weekdays Monday through Thursday, the non-catered fee is \$100.
- Non-catered events must setup and breakdown all tables and chairs.
- All non-catered events require an attendant from the time the lodge is unlocked preceding an event until the lodge is locked up following an event. The rate of the attendant is \$35.00 per hour.
- No commercial caterer, restaurant or commercial food/beverage provider, other than licensee (Christiani's Catering) may cater events at the Jester Park Lodge on Fridays, Saturdays, or Sundays.
- A commercial caterer, restaurant or commercial food/beverage provider other than the licensee may provide services to lodge renters M-Th, provided a 15% license payment is made to Christiani's Catering. This is considered a non-catered event and requires a \$100 non-catered fee.

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- The licensee reserves the right to waive the non-catered event fee and/or the 15% licensing fee at its discretion.

### **Lodge Provisions:**

- The following items are available as part of your rental fee: 300 (Burgundy) chairs; 20 rectangular (8') tables; 20 round (60") tables.
- Other items are available and can be reserved at the time the reservation is made. Items available are: TV/VCR on a cart; 7' projection screen; cordless microphone; lectern; sound system. During the weekday on the occasion when half of the facility is rented the above items are available on a first-come/first-serve basis.
- There is not a public telephone at the Lodge.
- A soft drink vending machine is available.
- The commercial kitchen has a microwave; keg cooler; double-door freezer and refrigerator; stove; oven; griddle; two carts; sink; preparation tables.
- The displays throughout the Lodge can not be taken down or moved. The Lodge foyer will be decorated in a Northwoods theme and remain there from November through January.

### **Ticket Sales:**

- Ticket sales can only be used to promote a fund-raising project/event. No public parties or group activities charging or collecting admission on the premises will be allowed.
- No mention of beer or other alcoholic beverages may be used to enhance sales.

### **Payment:**

- If paying by check or money order please verify that all charges/fees are included in your check total.
- Return this form with your payment to Christiani's so that the facility rental and date can be verified. If this reservation form is not returned with your payment, Christiani's reserves the right to return your payment and rent the facility to another.
- This contract signed by the renter and payment of all fees associated with this reservation is due as indicated on pg. 1 of this contract.
- Checks should be made payable to Christiani's VIP Catering. Payment can also be made by credit card (Visa or MasterCard).

### **Refund Policy:**

- **Reservation fee, administration fee and equipment rental fees are not refundable.**

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### Alcohol Usage:

#### For 2009/2010 Lodge reservations:

- All alcohol must be provided by Christiani's Catering at any catered event.
- At non-catered events, lodge users may provide their own wine and/or bottled/canned beer in accordance with current PCCB policy (no kegs or liquor allowed), but all alcohol must be served by Christiani's Catering. Only hosted wine and/or beer is permitted. No sales, donations and/or tickets are allowed. All non-catered events require an attendant or bartender from the time the lodge is unlocked preceding an event until the lodge is locked up following an event. The rate of the attendant or bartender is \$35.00 per hour.
- Security is required when alcohol is served at an event and they must be uniformed officer/s that have jurisdiction over the Jester Park area. The number of officers required varies with the number of people at the event: For groups 99 people or less – 1 officer is required; 100 or more people – 2 officers are required. Depending on the type of function, more than 2 officers may be required. If uniformed officer(s) are required as specified above, Christiani's will schedule officers for the event. The security rate is \$35.00 per hour per officer. Please contact Christiani's at 287-0877 at least 30 days prior to your event date to schedule your officer/s.

### Special Event Permit:

- A Special Event Permit may be required by the Polk County Conservation Board to accommodate reasonable requests from the public.
- **Exclusion:** The Polk County Conservation Board's liability insurance excludes the use of aircraft on park property including hot-air balloons, planes, helicopters, ultra-lights and parachutes under any circumstances.
- Special Event Permits need a 45-day prior approval; i.e., dunk tank, carnivals, erecting large tents, inflatable toys. Special Event Permits may be required. Contact the Polk County Conservation Board for more information at 323-5300.
- A \$50 administration fee is charged for Special Event Permits and additional fees may be charged based on additional services required at the event.

### Damage Deposit Information:

- A damage deposit is required and all or part of the damage deposit may be returned within 14 days to the responsible person at the discretion of Christiani's Catering.

### Clean-Up Information:

#### For those non-profit and/or non-catered groups which receive permission and do not pay an administration fee:

- The following cleaning supplies are provided in the cleaning closet next to the kitchen: Dish soap, vacuum, mop and bucket, brooms, dustpans, towelettes, garbage can liners, miscellaneous cleaners.
- Take all items with you that you brought in.
- The Lodge must be left in the same condition as you found it.
- Tables and chairs must be cleaned and stacked and put in the storage room.
- Floors must be cleaned and vacuumed as necessary.
- Restrooms shall be left in the manner in which you found them.
- Litter must be picked up outside the building, including parking lots.
- Kitchen sinks, counter tops, walls and floors must be wiped clean, including refrigerator shelves, stovetop and oven.
- Grease and other foreign materials may not be put down sink drains.
- Freezers/refrigerators shall be empty at the end of your event.
- Please refrain from dumping ice outside.

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- No person shall place any waste, refuse, litter or foreign substance in any area or receptacle except those provided for that purpose.
- Garbage must be removed from cans and taken outside to the dumpster provided.
- For non-profits and those non-catered events that did not pay a cleaning fee or set-up fee: If the facility is not left in an orderly fashion, you may be charged extra janitorial services at a rate established by the Polk County Conservation Board.
- Any physical damage occurring during your rental period will be charged to you. If repairs exceed the \$300 damage deposit, you will be invoiced for additional repair costs payable within 30 days from invoice date.

### **Directional Signs:**

- Small directional signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees or park signs.
- **Signs are to be removed immediately following the event.** Failure to do so will result in fines according to littering ordinances, which will be withheld from your damage deposit.

### **Prohibited Items:**

- The following items are not allowed in the Lodge: Pets, matches, matchbooks, bales of straw or hay, fog or fog machines, bubbles, portable dance floors, bird seed, confetti, dance floor powder/talc/corn meal, rice, Tiki torches, candles or any open flame (exception: floating candles and candles inside hurricanes are allowed and outdoor luminaries on the sidewalk only.)
- Smoking is not allowed in the Lodge, on the Deck or on the grounds surrounding the Lodge and Deck.
- Staples, nails, tape, pins, thumbtacks and other defacing devices may not be used on interior or exterior surfaces such as walls, doors, trims, etc.
- No attaching or draping decorations to hanging lights will be allowed.
- Only weighted balloons are allowed.
- Picnic tables, benches, tents, tables and chairs may be used on the deck and concrete, but not in the grass without prior approval from PCCB.

**DUE TO THE EXTENDED TIMEFRAME OF RESERVATIONS PLEASE CONTACT CHRISTIANI'S CATERING AT 287-0877 WITH ANY CHANGES TO START TIME, ADDRESS, OR TELEPHONE NUMBER.**