

**VINCENT HOUSE**  
**RENTAL AGREEMENT**



**LESSEE: YWCA OF FORT DODGE**

**826 1st Avenue North**

**Fort Dodge, IA 50501**

Lesser: \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (work) \_\_\_\_\_ (home) \_\_\_\_\_

FAX Number \_\_\_\_\_ E-mail \_\_\_\_\_

Rental Date \_\_\_\_\_ Time \_\_\_\_\_

Expected Attendance \_\_\_\_\_ Rental Fee \$ \_\_\_\_\_

Piano Use (yes) \_\_\_\_\_ (no) \_\_\_\_\_ Tour (yes) \_\_\_\_\_ (no) \_\_\_\_\_

Specific Staff Requested \_\_\_\_\_

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

I, the above designated lessee, hereby state that I have read, understand, accept and agree to abide by all rules and regulations as set forth in this rental agreement. I also attest to receiving a copy of the same.

\_\_\_\_\_  
Lesser Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
YWCA Staff Signature

\_\_\_\_\_  
Date

**VINCENT HOUSE**  
**RENTAL AGREEMENT**  
**2014**



**RENTAL INFORMATION;**

The Vincent House is owned by the YWCA and is made available to the public for their use in hosting parties, social gatherings, meetings, etc. Rental of the facilities includes use of the main floor living room, dining room, library and kitchen. Round tables or card tables and chairs are provided. Table linens are available for the renter's use. Upon request, the rental party may use the Steinway piano. Please indicate your wish to use the piano at the time you book your party.

Food service items are also available. This includes punch bowls, silver coffee service, snack trays and cups, silverware and wine glasses. Your host will determine your needs prior to the event and have the appropriate items available. Tours are also available with the scheduled event for an additional \$10.00 fee. Please indicate your desire for a tour when booking your event. No smoking is allowed in the house or on the porches. The renter is responsible for damages incurred during the rental period.

**STAFFING**

The YWCA will provide a host or hostess for all events at the Vincent House. The Host or Hostess is responsible for the protection of the home. They have complete authority to make the final decision regarding the use of the premises. Additional staff will be scheduled for parties over 150 people. Host/Hostess duties include the following:

- Contacting the renter prior to the rental date
- Making suggestions for the general set-up and furniture arrangement
- Setting up the tables and chairs
- Setting out linens, dishes, and silver service, etc. for the renter's use
- Finding and setting out requested items, if available
- Clearing and cleaning Vincent House dishes and accessories
- Putting away the tables and chairs following the event

Although gratuities are not required, the Host and Hostess appreciate any extra compensation for the special work they do to assure that your event is perfect.

**CAPACITY**

The fire marshal has determined a capacity limit of 75 people in the house at any one time. Renters may book an event for more than 75 people providing the event is of the come and go type. It is the responsibility of the renter to limit the number of people in the house to no more than 75 at any one time. The capacity for a sit-down event is 60 due to space limitations.

**ALCOHOL**

Alcoholic beverages are permitted for those of legal drinking age. Please serve alcoholic beverages in moderation. NO KEGS are allowed. If a tub or cooler is used for beverages, please provide a plastic cover for the floor under the cooler or tub. The renter is responsible for the removal of all bottles and other alcoholic containers at the end of the rental period. Guests who become disorderly will be asked to leave. Further incidents will result in termination of the event.

**INDEMNIFICATION**

The renter shall hold the Vincent House harmless and shall indemnify the Vincent House against any and all liability, loss, damages, charges, costs, penalties or expenses imposed for any violations of the laws or ordinances during the rental period whether occasioned by the conduct of the renter or the renter's guests. The renter shall assume all charges, costs, penalties or expenses arising out of any form of accident or other occurrence on or about said premises causing injury to any person or property,

including but not limited to those accidents or other occurrences arising out of or related to the provision of alcoholic beverages to guests.

## **RENTER RESPONSIBILITIES**

Please read and abide by the following rules:

- Nothing is to be attached to the walls of the Vincent House.
- Use care with the furniture; please keep food and drinks off the end tables and completely away from the piano.
- Treat the Host or Hostess with respect; they are your assistants, not servants.
- No one is allowed on the stairways. Do not go upstairs unless prior arrangements have been made with the Host or Hostess.
- Metallic or paper sprinkles (or any other decorative item that imbeds itself in the carpet or furniture) is not to be used. Because these items are difficult to clean up, the renter will be billed for cleaning if used.
- No candles of any type are allowed.
- Do not move any furniture or house contents without the consent and supervision of the host.
- All food and drink must be removed from the house when the event is over.
- NOTHING is to be placed on the piano.

## **RESERVATIONS**

To schedule a facility preview or to reserve the Vincent House, please call the YWCA between 8:00 a.m. and 7:00 p.m. Monday through Friday at 515-573-3931. Reservations must be made at least one week in advance to facilitate hiring staff. Payment is required at the time of booking.

## **CANCELLATIONS**

All cancellations must be made between 8:00 a.m. and 7:00 p.m. Monday through Friday at the YWCA. A \$25.00 non-refundable cancellation charge will be deducted if the cancellation is not made one week prior to the scheduled event.

## **RENTAL FEES**

The rental fee is for a minimum of 2 hours. The staff arrives ½ hour prior to the event for set-up and stays an additional ½ hour after the event for clean-up. The rental fee is payable at the time of the reservation. Fees are based on the number of people in attendance and the hours the house will be in use. Extra time may be booked at the rate of \$25.00 per hour. The fee for the use of the bedroom and grand staircase (for brides being married at the house) is \$50.00. Fees for additional time or people may be made to the host at the end of an event or the YWCA will bill the renter.

## **RATES (MINIMUM OF 2 HOURS)**

- 50 people or less      \$100.00
- 51 to 75 people      \$125.00
- 76 to 100 people      \$150.00
- 101 to 150 people      \$175.00
- 151 or more people      \$200.00

YWCA members receive a 25% discount on the rental of the Vincent House. Please remind us of your membership at the time of your booking.

Thank you for allowing us to be part of your special event. We hope you enjoy the experience and have the opportunity to return to the Vincent House many times.