
**VINCENT HOUSE
RENTAL AGREEMENT
2019**



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 larger parties. 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

GRATUITIES

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 40 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.
- Flameless, battery operated candles only. No lit candles 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 4:00 p.m. Monday through Friday at 515-573-3931 ext. 202. Reservations must be made at least one week in advance to facilitate the hiring of staff. Payment is required at the time of booking.

CANCELLATIONS

All cancellations must be made between 8:00 a.m. and 4:00 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 \$225.00 for four hours. The fee is payable at the time of the reservation. Extra time for your event may be booked at the rate of \$30.00 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 special use may be made to the host at the end of an event, or the YWCA will bill the renter.

RATES

\$225.00 Event rental fee

\$ 30.00 Each additional hour

\$ 50.00 Staircase and bedroom use

\$ 1.00 Tour, per person

YWCA staff and Board members receive a 25% discount on the rental of the Vincent House. Please remind us of your status 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 will use the Vincent House for all your future events.

VINCENT HOUSE
RENTAL AGREEMENT

OWNER: YWCA OF FORT DODGE
826 1st Avenue North
Fort Dodge, IA 50501



Renter: _____

Organization: _____

Address: _____

Telephone Number: _____ home • cell • work (Circle one)

Email: _____

Rental Date _____ Time: _____

Type of Event: _____

Expected Attendance: _____ Rental Fee: \$ _____

Piano Use **YES NO** Tour **YES NO** Alcohol **YES NO** Use of Upstairs **YES NO**

Paid in Full on: _____ (date)

Specific Staff Requested: _____

I, the above signed renter, 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 rental agreement.

Renter Signature

Date

YWCA Staff Signature

Date