



## BAXTER SPORTS COMPLEX – AGREEMENT FORM PAVILION/CONCESSIONS AREA

909 48<sup>TH</sup> STREET / P.O. BOX 587 / FORT MADISON, IA / 52627 / 319.372.2932

Applicant Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Business or Organization Name: \_\_\_\_\_  
 Organization Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

<b>Application Fee:</b> (Cash or Check) *Deposit Due With Application	<u>1-50 attending</u>	<u>51-100 attending</u>	<u>101+ attending</u>
Cleaning Deposit	\$75	\$150	\$200
Private Event – Concessions Full Menu	\$15/hour	\$25/hour	\$40/hour
Private Event – Concessions – Drinks Only	\$25/hour	\$40/hour	\$60/hour
Private Event – No Concessions	\$40/hour	\$60/hour	\$85/hour

### Event Information

Event Name: \_\_\_\_\_  
 Location Requested: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Set Up Time: \_\_\_\_\_  
 Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_  
 Description or Type of Event: \_\_\_\_\_ Estimated # of Attendees: \_\_\_\_\_

### Policies and Regulations

- All facility renters must be 18 years of age or older.
- Renters are responsible for all damage and must make payment in full.
- In renting, Baxter Sports Complex is not responsible for:
  - Loss or damage to any property placed on the premises by the user.
  - Loss or damage to any property or personal effects, including motor vehicles and their contents, of the user, its members, employees, agents, participants, guests, or attendees.
  - Royalties, licenses, or costs associated with any production or event.
- No outside alcohol allowed in facility.
  - Beer and wine must be bought from Baxter Sports Complex concessions.
  - No liquor allowed on premises.
- Smoking is not permitted in the facility.
- Limited kitchen use (Private Event – No Concessions)
  - Microwave and Refrigerator may be used.
- Clean up deposit will be refunded in full to the user upon returning of the facility to its original condition. Baxter Sports Complex retains the right to forfeit the deposit in the event of late cancelation (less than 3 day notice), excessive cleaning, damage to the facility, equipment or grounds, or theft attributable to the use.

In signing below, being of legal age, I understand and agree to follow policies and regulations of Baxter Sports Complex:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Date of Agreement ( / / )      Deposit \$ \_\_\_\_\_      Check # \_\_\_\_\_      Deposit Returned ( / / )

Employee Initials \_\_\_\_\_      Rental Fees \$ \_\_\_\_\_      Check # \_\_\_\_\_