



Baxter Sports Complex
P.O. Box 587
Fort Madison, IA 52627
(319) 372-2932

To request a reservation, please complete and submit the form below to Baxter Sports Complex.

APPLICANT INFORMATION

Applicant Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: (____) _____ E-mail: _____

Business/Organization Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

EVENT INFORMATION

Event Name: _____ Event Date: _____

Set Up Time: _____ Estimated # of Attendees: _____

Event Start Time: _____ Event End Time: _____

Event Description/Requests: _____

All fees and rules are listed below. Please use them as your reference for additional information which may pertain to your type of rental/reservation. Baxter Sports Complex reserves the right to deny access to any group that does not follow the rules and regulations set forth in this agreement. All persons/groups must complete facility and equipment rental agreement prior to use of the areas. All groups must provide their own insurance, and are responsible for clean-up of the rented area. A refundable security deposit must be paid at the time of application, and final payment is required on or before the day of the event.

- 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, employees, agents, participants, guests, or attendees.
 - Royalties, licenses, or costs associated with any production or event.
- No outside alcohol allowed in the facility.
 - Beer and wine must be purchased from the Baxter Sports Complex concession stand.
 - No liquor allowed on premises.
- Smoking is *not* permitted in the facility.

- Clean up deposit will be refunded in full to the user upon returning the facility to its original condition. Baxter Sports Complex retains the right to forfeit the deposit in the event of a late cancellation (less than 72-hour notice), excessive cleaning, damage to the facility, equipment or grounds, or theft attributable to the use of the facility.

APPLICATION FEE (Check or Cash) *Deposit Due With Application

	<u>1-50 Attending</u>	<u>50+ Attending</u>
<input checked="" type="checkbox"/> Cleaning Deposit	\$75.00	\$150.00
<input type="checkbox"/> Private Event – Full Menu	*Minimum Charge Requirement. See Below.	
<input type="checkbox"/> Private Event – Drinks Only	\$40.00/Hour	\$60.00/Hour
<input type="checkbox"/> Private Event – No Concessions	\$30.00/Hour	\$45.00/Hour

Pavilion Rental – To rent the Pavilion with a Full Menu from Baxter Sports Complex, there must be a minimum of \$50.00/Hour spent (1-50 Total Attendees) or \$75.00/Hour spent (50+ Total Attendees) within the establishment. If the Minimum Charge Requirement is not met, then the Applicant will be charged at the rate listed above.

The undersigned parties each acknowledge that they are authorized to enter into this Agreement, they have read all of its terms and conditions, and they understand and agree to abide by the rules and guidelines set forth.

Name: _____ Signature: _____ Date: _____

For Office Use Only

Date of Agreement: _____ Deposit: \$ _____ Check # _____ Deposit Returned: _____

Employee Initials: _____ Rental Fees: \$ _____ Check # _____