

# Parks & Recreation Department

P.O. Box 430 - 104 W. Main St.  
Le Grand, IA 50142

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## LARSEN AMPHITHEATER RENTAL AGREEMENT

RENTAL DATE \_\_\_\_\_ SESSION \_\_\_\_\_ 10:00 A.M. TO 4:30 P.M.  
TIMES: \_\_\_\_\_ 5:00 P.M. TO 11:00 P.M.

NAME OF ORGANIZATION \_\_\_\_\_ APPROXIMATE NUMBER OF  
OR FUNCTION \_\_\_\_\_ PEOPLE TO ATTEND \_\_\_\_\_

PERSON RESPONSIBLE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

- Reservations may be made for the current and following year.
- Reservations may be made for two time periods - 10:00 A.M. to 4:30 P.M. and 5:00 P.M. to 11:00 P.M.
- All reservations shall be made in person at the Le Grand City Hall - 104 West Main Street (Office hours are listed below).
- Keys to the building must be picked up at the Clerk's office during the hours listed below. Phone 479-2464. **ALL KEYS FOR WEEKEND RESERVATIONS MUST BE PICKED UP BY 12 NOON ON FRIDAY.** Return keys after you lock up by depositing in drop box slot outside of the front door at the Le Grand City Hall.
- Rental fees covered by this policy shall be **\$20.00 per session** or **\$35.00 for entire day**.
- Rental fees must be paid at time of reservation and **include a \$15.00 nonrefundable deposit.** **NO RENTAL FEES WILL BE REFUNDED IF CANCELLATION IS MADE LESS THAN FIFTEEN (15) DAYS PRIOR TO RENTAL DATE.** If the amphitheater cannot be utilized during rented session due to bad weather, as determined by the committee, there will be no charge, i.e. rent and deposit will be returned to the renter.
- Groups using the building are expected to keep it and surrounding area clean at all times. In addition to the rental fee, a key/cleaning/damage deposit of **\$30.00** will be required at the time of key pick up. If the facility is left dirty or damaged, the cleaning deposit will be used to clean or repair the facility. If the facility is left clean and in good condition, this deposit will be returned to the depositor.
- Le Grand City Ordinance does not allow any type of alcoholic beverages to be served or consumed on the premises.

**PLEASE READ THE ABOVE AGREEMENT. YOUR SIGNATURE SIGNIFIES THAT YOU UNDERSTAND AND AGREE TO COMPLY WITH THE ABOVE. INTERPRETERS MUST ALSO SIGN AFTER EXPLAINING TO NON-ENGLISH SPEAKING RENTERS.**

Please consider it a privilege to use this building. The Park and Recreation Board are proud of our facilities and happy to have them available for you. Your cooperation insures that this facility will be available for others to use in the future. Americans with Disabilities Act Compliance: Persons requiring special assistance should contact the Le Grand City Hall.

AMOUNT RECEIVED  
FOR RENTAL \$ \_\_\_\_\_

\_\_\_\_\_  
City Clerk Signature

\_\_\_\_\_  
Signature of Adult in charge

\_\_\_\_\_  
Date

**KEY PICK UP:**

The key is available to be picked up at the Le Grand City Hall any time the week of your rental. Office hours are listed below. **ALL KEYS FOR WEEKEND RENTALS MUST BE PICKED UP BY 12 NOON ON FRIDAY!**

Date of key pick up: \_\_\_\_\_

KEY/CLEANING/DAMAGE DEPOSIT RECEIVED: \_\_\_\_\_ (See #7 above)

Key number: \_\_\_\_\_

Signature of person picking up key: \_\_\_\_\_

**Please return key by using the drop box slot located at the Le Grand City Hall.**