

# Iola Car Show Venue Rental Contract

350 Chrome Place, Iola, WI 54945  
(715) 445-4000 [ali@iolaoldcarshow.com](mailto:ali@iolaoldcarshow.com)

This contract defines the terms and conditions under which Iola Old Car Show, Inc. dBA Iola Car Show, (hereinafter referred to as ICS), and \_\_\_\_\_ (hereinafter referred to as Customer) agree to Customer's use of the ICS facilities on \_\_\_\_\_ (event date). This contract constitutes the entire contract between the parties and becomes binding upon the signature of both parties. The contract may not be amended or changed unless executed in writing and signed by ICS and Customer.

## **Customer Information**

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person (if different than Customer): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## **Event Details**

Proposed Event: \_\_\_\_\_ Approx. # of Guests: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ until \_\_\_\_\_

Venue Rental Start Date: \_\_\_\_\_ Venue Rental Start Time: \_\_\_\_\_

Venue Rental End Date: \_\_\_\_\_ Venue Rental End Time: \_\_\_\_\_

Total Rental Hours: \_\_\_\_\_

## **Venue Selection**

You have selected the following venues for your event at the ICS.

_____ Activity Center Hall	_____ Special Exhibit
_____ Activity Center Meeting Room	_____ Otto's Bar
_____ Activity Center Kitchen	_____ Barn

The venue(s) described above are reserved for Customer for the date and time agreed above. Please note the rental hours include all set-up hours and all clean-up hours of the venue by the customers. It is understood you will adhere to and follow the terms of this Contract, and you will be responsible for any damage to the premises and site, including the behavior of your guests, invitees, agents, or sub-contractors resulting from your use of the venue.

*Reservations are taken on a first-come, first serve basis. We will book your event upon receipt of your deposit.*

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## **Rental Deposit and Payment Contract**

The total costs for use of the ICS facilities, as described in this contract, are listed below. To reserve the venue on the date requested, the ICS requires this contract to be signed by Customer and the initial down payment of 50% deposit to be due upon signing. The remainder of the balance will be due two weeks (14 days) prior to the event, by or before: \_\_\_\_\_.

Facility & Length of Rental (includes setup and cleanup)	Max Capacity	Cost	50% Deposit Required	Refundable Security Deposit	Initial of ICS & Customer
<b>Activity Center Hall</b>					
½ Day (Up to 6 Hours)	745	<b>\$750</b>	\$375	\$200	
Full Day (6-12 Hours)	745	<b>\$1,500</b>	\$750	\$400	
Weekend, ½ Room (Friday to Sunday)	370	<b>\$1,500</b>	\$750	\$400	
Weekend, Full Room (Friday to Sunday)	745	<b>\$2,500</b>	\$1,250	\$500	
<b>Activity Center Meeting Room</b>					
12-Hour Rental	100	<b>\$300</b>	\$150	\$100	
<b>Activity Center Kitchen</b>					
Includes walk-in cooler, fridge freezer, dishwasher, roaster ovens, coffee maker	-	<b>\$750</b>	-	-	
<b>Special Exhibit Room</b>					
½ Day (Up to 6 Hours)	660	<b>\$800</b>	\$400	\$100	
Full Day (6-12 Hours)	660	<b>\$1,700</b>	\$850	\$300	
Weekend (Friday to Sunday)	660	<b>\$2,750</b>	\$1,375	\$500	
<b>Otto's Bar</b>					
Up to 12 Hours	40	<b>\$300</b>	\$150	\$100	
<b>Barn</b>					
Weekend (Friday to Sunday)	200	<b>\$1,000</b>	\$500	\$300	
<b>Special Event/Multi-Building</b>					
To Be Determined				\$1,000	
<b>Additional Setup/Cleanup Time</b> <small>(maximum of 2 days prior to and after event, must be approved by ICS)</small>		<b>\$250 per day</b>			

Total Due Today: \_\_\_\_\_ (50% deposit + refundable security deposit)

Remaining Balance: \_\_\_\_\_ Due by: \_\_\_\_\_

Please return the signed rental contract, proof of insurance and "Due Today" amount to

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## **EVENT SET-UP & CLEAN-UP**

1. All property belonging to Customer, Customer's invitees, guests, agents and subcontractors, and all equipment shall be delivered, set up and removed in the period agreed upon in this contract. If Customer requests additional time for set-up or clean-up, this must be agreed upon and approved by ICS prior to the event and charged at \$250/per additional day.
2. Customer shall be responsible for returning the Venue to the condition in which it was provided to them. All property remaining on the premises beyond the end of the rental contract will be removed by ICS resulting in additional charges of \$50/hour per employee.
3. In the event ICS staff is requested to assist with set-up, Customer will be billed at \$50/hour per employee. In the event ICS staff find the Venue in a worse condition in which it was provided to Customer, Customer will be billed at \$50/hour per employee for the restoration of facility.

## **DATE CHANGE & CANCELLATION POLICY**

1. Changes: In the unlikely event Customer is required to change the date of the event, ICS will make every effort to transfer the reservation to support the new date. Customer agrees that in the event of a date change, any expenses including, but not limited to deposits and fees that are non-transferable and/or non-refundable are the sole responsibility of Customer. Customer further understand that last-minute changes can impact the quality of the event, and that ICS is not responsible for these compromises in quality.
2. Cancellation: In the event Customer cancels the event, customer shall notify ICS immediately in writing or by email. Once cancelled, Customer shall be responsible for agreed liquidation damages as follows. The parties agree that the liquidated damages are reasonable.
  - A. In the event Customer cancels the event more than one year prior to the event, Customer shall forfeit to ICS as liquidated damages one-half (1/2) of deposit.
  - B. In the event customer cancels the event less than one year but not more than six months prior to the event, Customer shall forfeit to ICS as liquidated damages the entire deposit.
  - C. In the event Customer cancels the event less than six (6) months but more than three (3) months prior to the event, Customer shall forfeit to ICS as liquidated damages fifty percent (50 %) of the rental fee.
  - D. In the event customer cancels the event less than three (3) months prior to the event, Customer shall forfeit to ICS as liquidated damages the entire rental fee.

## **CONDITIONS OF USE**

Customer's activities during the Rental Period must be compatible with use of the building/grounds and activities in areas adjacent to the Rental Space and building. This includes but is not limited to playing loud music or making any noise at a level that is not reasonable under the circumstances. Smoking is not permitted anywhere in the buildings. The Rental Space must be cleaned and returned to a condition at the end of an event to a reasonable appearance as it was prior to the rental. Customer is responsible for the removal of all decorations and trash from the property or placed in a dumpster provided on site.

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## **INDEMNITY**

Customer agrees to indemnify and hold harmless ICS, its officers, staff and agents working on its behalf, from any and all claims, actions, suites, costs, damages, and liabilities resulting from the breach of this Contract, negligence actions, willful misconduct or omissions of Customer, and Customer's guests, invitees, agents and sub-contractors.

## **INSURANCE**

ICS shall carry liability and other insurance in such dollar amount as deemed necessary by ICS to protect itself against any claims arising from any officially scheduled activities during the event/program period(s). **Customer shall carry Special Event Liability Insurance, Host Liquor Liability Insurance**, if applicable, and other necessary insurance in the amount of no less than One Million Dollars (\$1,000,000) to protect itself against any claims arising from any officially scheduled activities during the event/program period(s); and to indemnify ICS which shall be named as an additional insured for the duration of this Contract. Proof of insurance must be provided with contract.

## **ALCOHOLIC BEVERAGES**

The ICS will not pick up or sell any alcoholic beverages – It is understood and agreed that Customer may serve beverages containing alcohol (including but not limit to beer, wine, champagne, mixed-drinks with liquor, etc., by way of example) hereinafter call "Alcohol", upon the following terms and conditions:

1. Under NO circumstances shall Client(s) sell or attempt to sell any Alcohol to anyone.
2. Customer shall not permit any person under the age of twenty-one (21) to consume alcohol regardless of whether or not the person is accompanied by a parent or guardian.
3. Waupaca County ordinance requires a security officer to be present if alcohol is being served at a gathering. It is the responsibility of Customer to schedule this through the Iola Police Department (715-445-4353) at least two (2) weeks prior to the date of event.
4. Customer hereby expressly grants to ICS, at ICS's sole discretion and option, to instruct the security officer(s) to remove any person(s) from the Venue, if in the opinion of the ICS representative in charge, the licensed and bonded Bartender and/or the security officer(s) the person(s) is intoxicated, unruly or could present a danger to themselves or others, and/or the Venue.
5. Customer hereby agrees to be liable and responsible for all act(s) and actions of every kind and nature for each and every person in attendance at Customer's function or event.

## **RESERVATION OF RIGHTS**

ICS reserves the right to cancel contracts for non-payment or for non-compliance with any of the Rules and Conditions of Usage set forth in the Contract. The rights of ICS as set-forth in this Contract are in addition to any rights or remedies which may be available to ICS at law or equity. ICS reserves the right to have access to all rooms at the venue at all times and to restrict or revoke access.

\_\_\_\_\_  
Customer (Print Name)

\_\_\_\_\_  
ICS Rep (Print Name)

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
ICS Rep Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date