



The CHARLES E. and FLORENCE M.  
LAKIN COMMUNITY CENTER

61321 315th Street, Malvern, Iowa 51551  
712 624 4525 | lakincenter@gmail.com  
lakincenter.com

NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

DATE/TIME TO UNLOCK: \_\_\_\_\_ DATE/TIME TO LOCK: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_ 450 max. (Please include wedding party in total)

Number of Round Tables (Seats 8) \_\_\_\_\_ Number of Banquet Tables (Seats 8) \_\_\_\_\_

Projector/Screen YES \ NO      Podium YES \ NO      Handheld Microphone YES \ NO

Lapel Microphone YES \ NO      Marquee YES \ NO

Marquee Message \_\_\_\_\_

**Rates:**

Mon-Thurs \$350 \_\_\_\_\_ Fri or Sun \$550 \_\_\_\_\_ Sat \$700 \_\_\_\_\_

Circle add-ons: Dance Floor \$250    Stage \$250    Set-up/Clean-up \$250

**Bar YES \ NO**

If yes for the bar, please add \$200/4 hour reception for security. \$50/hour for additional time for security officer and make bar arrangements with Little Creek, LLC., 712 520 6663.

**Weekend Wedding Package - \$2500 - Friday thru Sunday rental, with dance floor, stage, set up and clean up, bar and a 4 hour reception (for security, additional money may apply if greater than 4 hours), damage deposit not included in rate.**

Please add **\$250** damage deposit to any check. Deposit will be returned to the address provided above following inspection.

Total Event Rental: \$ \_\_\_\_\_ Name & Check # \_\_\_\_\_

**Make checks payable to:** The Lakin Center, P.O. Box 311, Malvern, IA 51551

*I have read, understand and fully agree to all terms and conditions of this contractual agreement.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Terms and Conditions

**Damage deposit and 50% of rental fee must be paid in full at the time of contract signing.** Date(s) will only be reserved when contract is signed and payment is made. Rental agreement is only for date(s) stated on contract.

**Remainder of rental fee is due 30 days prior to rental.** Building must be left the way it was found, all trash removed from the facility to the dumpster north side of building (north door), all tables wiped down and chairs in stacks of 10 and returned to storage room, with all guests and belongings removed from building by 11:59 pm on contracted date.

**Access to the Facility** Renter will not receive a key to the building. Staff will unlock and lock building at the times specified on your contract. Any changes to these times must be requested 24 hours in advance. If the building is unlocked, the renter agrees it will not be left unattended.

**Cancellations** Friday and Saturday events canceled 6+ months in advance will forfeit damage deposit and receive 50% of rental fee paid in return. No refund of rental fee or damage deposit for Friday and Saturday events canceled within 6 months of contracted date. Sunday through Thursday events canceled 30+ days in advance will forfeit damage deposit but will receive full refund of rental fee. No refund of rental fee or damage deposit for Sunday through Thursday events canceled within 30 days of contracted date.

**Kitchen Use** The kitchen is included in the rental fee, all items used must be washed and replaced. Kitchen surfaces must be clean. This includes appliances and sink. Grease must be contained before being placed in the dumpster. Grease dumped in any drain will forfeit damage deposit. Items available for use with kitchen contract are refrigerator, two stoves for warming only, microwave, electric roasters, coffee carafes, coffee pots, water pitchers, drink coolers and dish tubs. Items not available and must be brought with renter or caterer are tableware, silverware, serving utensils, pots/pans, dishtowels or cloths, tablecloths, paper towels, napkins or cleaning supplies.

**No smoking inside the facility.** Smoking is permitted within the areas that are designated by the Mills County Fair Association only. You, as the renter, have the responsibility to inform your guests of these locations.

**No outside alcohol may be brought into the building or onto the property.** Any outside alcohol on the premises forfeits damage deposit and your event will be immediately shut down. You must have an agreement with Little Creek LLC to serve alcohol at your event. Please contact Little Creek LLC, Bob Blum at 712 520 6663. If you have arrangements with Little Creek LLC, a security officer is required per contract at a minimum of \$200. If security officer is required longer than 4 hours, renter will be charged at a rate of \$50 per hour.

### Other Rules and Considerations

No alcoholic beverages are allowed outside of facility.

No decorations affixed to the walls or ceilings.

No wax or oil candles allowed. Battery operated candles only.

No tables or chairs may be removed from the building.

No adjusting temperature controls. Please ask staff.

No animals allowed inside the building.

All balloons must be anchored.

Any outdoor cooking must be done at least 50 feet away from any structure or landscaping on or around the facility.

If you are using the projector and screen, renter must provide finalized USB flash drive to Lakin Staff at least one week in advance of your event.

**Damage deposit will be returned to the name and address on the contract if in full adherence to the terms and conditions listed above during your event and with approval of a full inspection of the facility after your event.**

**RV Sites** The Mills County Fairgrounds has 12 RV sites available for rent with electric and water hookups for \$25 per night. Maximum stay of two weeks. The Lakin Center has exterior entry showers/restrooms made available to RV site renters. If interested, please contact Bob Blum at 712 520 6663.

The Charles E. & Florence M. Lakin Community Center, Mills County Fair Association and staff are not responsible for lost, stolen or damaged personal property. Nor shall the fore stated be held responsible for any personal injury caused by equipment or property belonging to the renter or any of their guests. The Mills County Fair Association has the right to control the management and to enforce all necessary rules for operation. The Mills County Fair Association and staff may enter premises at any time for any reason at any occasion. The Mills County Fair Association reserves the right to refuse service to anyone.