

Name on Reservation Fee Check _____ Check # _____ \$ 150.00
(\$150 Reservation Fee is due with signed contract)

Name on Rent Check _____ Check # _____ Amount \$ _____
(Rental Fees due 14 days prior to event rental)

Stanton's Old Lumber Yard Event Center 'OLY'
Event Rental Rules, Regulations, and Policies for 2024
227 Thorn Street – PO Box 220
712-829-7350
StantonOLY@myfmtc.com

Welcome to Stanton's Old Lumber Yard and thank you for selecting it for your event! You must adhere to the following rules, regulations, and policies.

The following services are included: 5,000 square feet space, heat, restroom facilities, tables and chairs for up to 400 guests, food prep area and beverage stations.

OLY Use

- All use of the OLY must be approved by the OLY Director.
- The OLY Director reserves the right to refuse approval of use of facility to any persons when it deems use would not be in the best interest of the OLY. Assistance from law enforcement agencies may be acquired if this request is not met immediately.
- Renter agrees that actions taken during the usage period are the responsibility of the individual, business, or organization renting the OLY.
- Renter agrees that the OLY is held harmless of any injury to both personal and property that may occur in connection with use.
- A \$150.00 reservation fee will be made with the return of a signed contract. Reservation fees are non-refundable and allow for holding the date for your event only.
- Renter acknowledges that any damage to the OLY will be the liability of the individual, business, or organization approved for use. Any damage fees will be assessed based on the discretion of the OLY Manager. Any fees incurred will be billed to the renter. A police report may be filed in the event of damage to the OLY.
- Renter agrees to pay all dues and/or fees associated with usage of the OLY no later than 14 days prior to rental. It is mandatory that all fees for usage be paid before the event, no exceptions made.
- Renter agrees not to exceed 400 occupants in the building at any one time.

OLY Rental Time

- OLY rental times include setup and breakdown time. Music must end by 12:00am to comply with ordinances and in order to allow for clean-up and closure of the site by 1:00am.
- Renter agrees that all persons and vehicles associated with use will vacate the OLY by 2:00pm the following day.
- Renter cannot hold OLY responsible for failure to provide the basic facilities and services due to emergencies or excessive weather. The OLY will allow you to reschedule, pending

availability, with no penalty due to weather. Cancellations of event due to inclement weather will not be considered for refunds.

OLY Building

- Renter agrees that there will be no smoking inside the OLY.
- Renter agrees not to permanently mar walls, ceilings, signs with nail holes or adhesives and if items hanging on walls are taken down, they must be returned to their position after the event. The use of tape, tacks/pins, nails, and staples is prohibited. Free-standing and non-adhesive decorations only.
- **No candles or open flame allowed inside the building, including smoking and vaping.** Areas are available outside if guests would like to smoke or vape.
- All event trash must be disposed of in the designated areas at the conclusion of the event.
- Pets are not allowed on OLY property.

OLY Key Information

- Renters will be provided a key card to enter the OLY as needed during reservation time. The OLY door is equipped with a keypad on the door handle which opens the locked door.

OLY Housekeeping

- A \$150 cleaning fee will be applied if cleanup is not done.
- Renter agrees to leave the facility in the condition found. A checklist will be provided.

OLY Checklist

- Wipe off tables, counters, and prep area surfaces.
- Remove all personal items
- Sweep floors.
- Close and lock all doors.
- Turn off lights.

OLY Parking

- Parking is limited on the facility and renter agrees that attendees will not block streets & private driveways or park in unauthorized areas. No driving/parking on grass except for designated parking lots/areas. Any parking off the facility's grounds is the renter's responsibility.

OLY Vendors

- Renter agrees to share these rules and regulations with anyone hired for event including caterers, disc jockeys, parking valet, etc. Applicant must notify the person responsible for cleaning that they must complete the checklist.

OLY Alcohol

- The consumption of alcohol by minors is strictly prohibited.
- Only beer with an alcohol content of 5% or less by weight and wine with an alcohol content of 17% or less by weight may be consumed in the Stanton Old Lumber Yard. Hard Liquor and wine with an alcohol content of more than 17% by weight or other alcoholic liquors are not to be consumed.
- Alcohol is not to be consumed in the parking lot.

Type of Event _____ Date to be Rented _____

Name of responsible party renting the building _____

Address _____ City _____ Zip _____

Telephone Numbers _____(home) _____(cell)

Email Address _____

Time/Date to Begin Access to Building _____

Time/Date to Close Access to Building _____

Approximate Number of People Attending Event _____

Building Rental:

½ day Sunday – Thursday \$300* Block 1 _____ Block 2 _____ \$ _____

½ day Friday – Saturday \$500* Block 1 _____ Block 2 _____ \$ _____

Full Day Rental Monday – Thursday - \$600 \$ _____

Full Day Rental Friday – Sunday - \$1,250 \$ _____

*1/2 Day blocks are split as follows: Block 1: 7:00am-3:00pm & Block 2: 3:00pm-12:00am

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Additional Items:

Sound System Use \$250 \$ _____

Extra Day Set-Up \$500
(Full day prior and ½ day following event for set up & cleanup) \$ _____

Alcohol at event \$200 + Insurance Certificate** \$ _____

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OLY Suites:

OLY Suite A - \$125 for 1 night stay or \$100 each for 2+ nights
Total # of Nights _____ \$ _____

OLY Suite B - \$125 for 1 night stay or \$100 each for 2+ nights
Total # of Nights _____ \$ _____

Total Fees \$ _____

INDEMNITY AGREEMENT

THE UNDERSIGNED this date has entered into an Agreement with the Old Lumber Yard for use of The Old Lumber Yard located in Stanton. In addition to acknowledgement and acceptance of rules, regulations, and fee/contribution schedule concerning the use of the facility, the undersigned further agrees as follows:

Renter had read housekeeping rules and agrees to comply or otherwise forfeit deposits.

It is an express condition of the use of the Old Lumber Yard, that except when caused solely by its negligence, the OLY and its employees shall be free from any and all claims, debts, demands, liabilities, or causes of action of every kind or character, whether in law or equity, by reason of any death, injury, or damage to any person or persons or damage or destruction of property or loss of use thereof, whether it be the person or property of the undersigned, its subsidiaries, agents, or employees, or any third persons, from any cause or causes whatsoever arising from any event or occurrence in or upon the demised premises or any part thereof or otherwise arising from the undersigned's operations under and during the term of this Agreement; and the undersigned shall indemnify and save harmless the OLY and employees, against and from any and all such claims, demands, debts, liabilities, and causes of actions (including attorney's fees and costs). Applicant agrees that all information provided on the application and to the representatives of the OLY is true to the best of their knowledge.

Renter Printed Name

Date

Renter Signature