

Clayton County Conservation Board  
Facility Rental Agreement & Event Contract

Type of Event \_\_\_\_\_

- ☐ **Shelter**
  - \$20 half day (4 hrs)
  - \$40 whole day (8am-10:30pm)
- ☐ **Welcome Center Space**
  - \$20 half day (4 hrs)
  - \$40 whole day (8am-4pm, seasonal on weekends)
- ☐ **Motor Mill Inn or Stable Day-Use Rental \$100**
- ☐ **Wedding \$100**
- ☐ **Event Clean-up Deposit \$100**
- ☐ **Alcohol Deposit \$100**
- ☐ **Certificate of Insurance (required for alcohol and/or groups of 20+ people)**

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Rental Location: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Date Paid: \_\_\_\_\_

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**OFFICE USE ONLY:**

Date Approved \_\_\_\_\_ Paid via Cash or Check # \_\_\_\_\_

Approved By \_\_\_\_\_ Amount Paid \_\_\_\_\_

Reservations are on a first-come, first-serve basis. Your paid fee guarantees your rental agreement and event contract.

1. Undersigned hereby releases, waives, discharges and covenants not to sue Clayton Co. Conservation, its employees, officers, directors, supervisors, elected officials, agents and assigns ("Releasees") from any and all liability to the undersigned, its/their personal representatives, assigns, heirs and next of kin, for any and all loss, damage, demand or cost, including but not limited to injury to property, person or death of the undersigned, arising out of or related to the loss, damage, claim, demand or cost arising out of or related to the rights conferred, the benefits provided or the subject of this Agreement, whether caused by the negligence of the Releasees or otherwise.

Undersigned further agrees to indemnify, defend and hold harmless the Releasees and each of them from any and all loss, damage, claim or demand by any other person or party, including but not limited to injury to property, person or death, arising out of or related to the use of the property or premises licensed for use pursuant to this agreement, or for any loss, damage, claim, demand or cost arising out of or related to the rights conferred, the benefits provided or the subject of this Agreement, whether caused by the negligence of the Releasees or otherwise.

2. The renter is liable for any damage done to Clayton County Conservation Board property or equipment during their event. Proof of Liability Insurance is required for all Renters hosting events with alcohol and/or groups of over 20 people. The Renter shall procure and maintain in full force during the terms of contract, bodily injury and property damage liability insurance under a standard comprehensive general liability policy, including contractual liability which shall provide a minimum limit of \$1,000,000 (one million dollars) for any one occurrence and evidence of umbrella coverage in an amount not less than \$1,000,000 (one million dollars). Clayton County Conservation Board shall be named as Additional Insured in all required contracts of insurance pertaining to the use of a Clayton County Conservation Board property/facility. A certificate of insurance (COI) must be filed with Clayton County Conservation Board 14 (fourteen) days prior to the event. *(Typically around \$100 for a one-day event.)*

3. Shelter house and all other park hours are 8:00 a.m. to 10:30 p.m. Shelter must be cleaned and vacated by 10:30 pm. Osborne Welcome Center space hours are 8:00am-4:00pm.
4. The Park is an enjoyable place for all to use. Please do your part to keep it clean. Please place all trash in park dumpsters before leaving. Replace tables to their proper position in the Shelter House and indoor spaces. Please clean-up all spills on the floors, sweep and wipe off tables. A clean-up fee will be billed to the person reserving the space if the items above are not properly attended.
5. Vehicles are permissible to shelter house **only** for unloading/loading supplies and/or handicapped accessibility. Once the delivery is made, the vehicle should be returned to the parking lot.
6. If tents are to be used at your event, **prior permission and location need to be approved by CCCB staff.**
7. 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 county parks. Drinking of these beverages is not permitted on roads or in parking areas. Hard liquor and wine with alcohol content in excess of 17% by weight or other alcoholic liquors are NOT to be consumed in county parks or rental facilities. Kegs are prohibited.
8. All reservations with the Clayton County Conservation Board **and the \$4 Processing Fee** are **NON-REFUNDABLE**. If the Clayton County Conservation Board is unable to provide your facility (or like facility) in operable condition for the date of your reservation(s) a refund will be issued upon request.

If you agree to the above terms **sign and return with payment** to the  
**Clayton County Conservation Board**  
**29862 Osborne Road, Elkader, IA 52043**  
*Make check payable to: CCCB.*

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

