



Shelter House at Great Western Park

Rental Agreement & Information

CHECK-IN & OUT INFORMATION

CHECK-IN TIME IS AFTER 8:00 AM

CHECK-OUT TIME IS NO LATER THAN 10:00 PM

The Great Western Park Shelter House closes at 10:30 pm, all facilities must be left in clean condition, and all guests must exit the park by **10:00 pm**.

Great Western Park closes at 10:30 pm, which includes the roadway, all traffic through the park after 10:30 pm is monitored.

KEY CODE: Once payments (rental fee/security deposit) and rental agreement have been received, CCCB Staff will give you a key code to get checked into the shelter on the day of your reservation.

Events may not last beyond 10:00 PM.

Late departure or checkout will result in the loss of the refundable security deposit.

MAXIMUM CAPACITY

Anticipated number of guests: _____

The Great Western Park Shelter House has a maximum capacity of 75 guests.

TABLES, & CHAIRS

There are 12 six-foot tables located at the shelter along with 72 chairs and 5 picnic tables located outside of the shelter.

ALL TABLES & CHAIRS MUST REMAIN INSIDE THE FACILITY AT ALL TIMES.

- 72 chairs
- 12 rectangular tables (6' long)
- Picnic tables outside

CLEAN-UP POLICY

You, as the renter, are responsible for the complete clean-up of the shelter house.

- ✓ All tables and chairs must be wiped down & put back into their original location.
- ✓ Sweep and mop all flooring throughout the shelter house
- ✓ Clean Kitchen area – sink, countertops, floors
 - Wipe out the refrigerators, microwave, and stove
- ✓ All refuse must be taken out to the dumpster
- ✓ Check the surrounding area for trash
- ✓ Clean up and take down all decorations
- ✓ Turn A/C to 78° during the summer months and Heat to 50° during the winter months.

The shelter must be cleaned up and vacated no later than 10:00 PM. Late departure will result in loss of security deposit.

KITCHENETTE

- Refrigerator (standard size)
- Stove
- Microwave

ALCOHOLIC BEVERAGES

Alcohol will be provided/served at the Event: YES NO

Carroll County Conservation does not provide or sell alcohol.

You may bring your wine, beer, and other drinks to serve at your event. If you or a vendor will be selling alcoholic drinks (beer, wine, liquor) at your event, you or your vendor will need to have a liquor license. It is the renter's responsibility to determine if a liquor license is required for the event they are having, and they must follow all state and local laws regarding liquor license requirements. If your event does require a liquor license, you must provide a copy of this document to the CCCB office at least 30 days before your event.

No minors under the age of 21 may be served any alcohol, by serving alcohol at your event you assume responsibility for any damages, injury, etc. due to the consumption of alcohol.

Kegs are not allowed. All laws of the state of Iowa regarding the consumption of alcohol will be strictly observed. Violations of state code will result in expulsion from the building, revocation of rental privileges, and forfeiture of deposit. Ensure compliance with Sec. 123.47 respecting possession of alcohol by minors and agree to abide by all rules and regulations of the CCCB and the State of Iowa.

SMOKING

All Carroll County Conservation facilities are smoke-free. Smoking and vaping are prohibited inside all buildings.

DECORATIONS

Outdoor decorations are allowed if they are temporary, free-standing directional signs are allowed, and they are not allowed to be attached to park furniture, signposts, trees, or other facilities.

Indoor decorations are allowed as long as they are free standings or not affixed in a way that would damage a facility or any painted walls (tape, tacks, and staples can all cause damage). It is your responsibility, as the renter, to remove all decorations.

ENTERTAINMENT

Performers, Musicians, and DJs are allowed at the shelter house facility as long as they are indoors. When you are renting the shelter house you are only renting the facility, the grounds around the building along with the playground equipment are open to the public as Great Western Park is a public park. Having entertainment outdoors allows the general public to join in on your event and/or has the general public complain about the noise.

EVENT TENTS

Event tents are not allowed at the Great Western Park Shelter House. Small shade tents are ok to be used.

PARKING

Parking is confined to designated parking areas; parking is not allowed on the grass. Overflow parking along the main roadway.

ATVs, UTVs, SIDE by SIDEs, & GOLF CART

Operation of ATVs and UTVs is allowed anywhere a registered vehicle is allowed to operate. The ATV or UTV must meet equipment requirements and driver requirements set forth under Iowa Code sections 321I, 321.234A, and any other applicable code (the operator must have a valid driver's license, turn signals, and brake lights, & mirrors). Golf carts are not allowed.

SHELTER KEY

If the shelter key is lost there will be a \$25.00 fee.

CCCB will send you a code to retrieve the key after receiving payment and the rental agreement.

PETS

Pets are not allowed inside the shelter house. All pets must be kept on a leash of no more than 6ft or kenneled. Park users must immediately clean up after their pets, violators will be issued a \$75 ticket for non-compliance, and loss of refundable security deposit will be kept.

RIFLE RANGE at GWP

The range is open to the public except during Pheasant Season. Please clean up after use including all paper targets and shells.

Paper targets only. **No glass, cans, plastic containers, clay targets, appliances, electronics, or other materials may be used.**

FIREWORKS, FIREARMS & WEAPONS

The use of any firearm, weapon, or explosive is prohibited in all county parks except under the following condition: a weapon or firearm legally authorized for hunting may be used during a valid hunting season in designated county hunter areas only. The use of fireworks or explosives is prohibited in all county parks under all circumstances.

GUESTS

As the renter, you are responsible for the actions of yourselves and the guests while attending your event and assume full responsibility for the acts, negligence, or omissions of the members of your group/guests while utilizing Carroll County Conservation facilities.

Children need to be monitored, especially outdoors, for their safety.

CANCELLATION AND REFUND POLICY

All reservations are non-refundable. If the Carroll County Conservation Board is contacted by phone or email, concerning a cancellation at least 14 days in advance of your reservation date you will receive **CREDIT** to use towards another available date within one year of your original reservation date. 100% of the reservation fees will be forfeited if a cancellation is received less than 14 days before the reservation date's arrival.

If Carroll County Conservation is unable to fulfill this obligation for a natural disaster beyond our control, the entire deposit will be refunded.

REFUNDABLE SECURITY DEPOSIT

The refundable security deposit will be shredded if the shelter house is left in good, clean condition and equipment and furnishings are returned to their original location and are not lost or damaged. The deposit can be returned by mail if arrangements are made in advance.

As the renter, you assume responsibility for any damage over and above the deposit amount. Carroll County Conservation may take any legal action necessary to recover damages to county property.

Deposit may be kept if rules set forth within this agreement, cleaning checklist, or other CCCB rules and regulations are not followed during your event.

ACKNOWLEDGMENT

By signing below, you represent that you are 21 years of age or older, and you acknowledge that you have read, understand, and agree to comply with all terms. Carroll County Conservation will not be held responsible for any injury to persons or damage to property arising out of or incident to the activities that are the subject of the rental and shall be held harmless against all liabilities, costs, and expenses that may arise in consequence of granting the facility rental.

Signature: _____

Date: _____