

CONTRACT FOR LEASE OF THE PERU CIVIC CENTER

This contract, the attached Peru Civic Center rules, reservation guidelines, and pricing schedules constitute the complete agreement between the City of Peru Civic Center Board of Directors (Lessor) by and through its agent, Kevin Arwood, and _____ (Lessee) for use of the center on the ____th day of _____, 20____, from ____am/pm to ____am/pm for the purpose of _____.

A deposit of \$30.00 made payable to **Kevin Arwood** is required to hold the date of your event. The balance is due, based upon the actual guest count and any special services provided, on the day of the event.

If the event is cancelled seven (7) days or more before the event, Lessee is entitled to a refund of the deposit, less any actual expenses, a list of which shall be provided to Lessee in writing. Cancellations within seven (7) days of the event shall result in forfeiture of deposit, plus any additional expenses incurred in preparation for the event, including the hourly wage of Civic Center Staff. A list of expenses charged shall be provided to Lessee along with the billing.

Events requiring full foodservice staffing with attendance of eight (8) or more will be billed for gratuity at a rate of 18% on food items only. Events requiring full foodservice staffing with seven (7) or less in attendance and events requiring only drink service the gratuity will be at the discretion of the Lessee.

The following are the Civic Center Rules, officially declared by the Peru Civic Center Board of Directors, as authorized by the Peru Common Council. Said rules are hereby incorporated into this contract by reference. Lessee agrees to abide by said rules and to enforce those rules, to the best of Lessee's ability, among the guests of Lessee.

1. No alcoholic beverages are permitted on the premises of the Peru Civic Center and smoking is not permitted inside the building.
2. Use of the Peru Civic Center kitchen by anyone other than staff is strictly prohibited.
3. Children are to be supervised at all times.
4. The use of glitter and confetti is prohibited within the Peru Civic Center.
5. Any professional cleaning expenses incurred by misuse of table linens or furniture shall be the responsibility of the Lessee.

The signature below signifies agreement with the terms and conditions herein stated by the Lessee, and an agreement to provide the above stated services by Lessor

Signed _____ Date _____

SERVICES REQUESTED FOR EVENT

Please return this form with contract and deposit.

Contact person _____

Address _____ City/Zip _____

Phone number _____

Meal Service

Please select a service and fill in menu selections below

Breakfast _____ Lunch Buffet _____ Dinner Buffet _____

Dessert and Drinks _____ Snacks and Drinks _____ Other _____

Other Services

Please check all that apply

Rental of Dishes _____

Linens on Tables _____

Gift Table _____

Registration Table _____

Special instructions for your event

PERU CIVIC CENTER SCHEDULE OF FEES

Rental of downstairs is based on the number of guests attending event.

1-30 guests - \$10.00 per hour

31-50 guests - \$15.00 per hour

51+ guests - \$25.00 per hour

A full line of tastefully prepared foods are available for breakfast, lunch, or dinner, as well as dessert and snack service. See attached menus for dining options.

The Peru Civic Center is Proud to serve **Starbucks Coffee**.

Full Foodservice Options

All parties of 8 or more will be billed for an 18% gratuity

Breakfast Buffet starting at \$5.00 per person

Lunch Buffet starting at \$7.50 per person

Dinner Buffet starting at \$8.50 per person

Premium Plated meals are available starting at \$10.95 per person

Dessert and Drinks starting at \$4.00 per person

Snacks and Drinks starting at \$4.00 per person

Limited Foodservice Options

Gratuity is at the discretion of guests for any of the following options and is greatly appreciated by the Peru Civic Center Staff.

Celebration Package \$3.00 per person

Includes sheet cake of one flavor, punch, mints, and nuts

Drinks

Starbucks Coffee House Blend Regular or Decaf \$6.00 per Airpot (14-16 cups).

Iced Tea \$2.00 per gallon

Lemonade \$1.00 per gallon

Punch \$8.00 per gallon

The use of the Peru Civic Center kitchen by anyone other than staff is prohibited.

Any parties bring food into the Peru Civic Center will be charged a 50 cent per person clean-up fee.

Rental of Plates, Cups, and Silverware

1-30 guests - \$5.00

31-50 guests - \$10.00

51+ guests - \$15.00

Rental of white table linens are available for \$1.25 each