

# PIVO EVENT CENTER HOURLY RENTALS

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## Introduction

Thank you for selecting the PIVO Event Center as the venue for your event. It is air conditioned, smoke free and handicap accessible. With 4500 square feet of space, there is seating for 350 to 400 people. The Event Center features a large hardwood dance floor and speaker system. The PIVO Event Center was built in 2019 and is attached to PIVO Brewery and Blepta Studios, which opened in 2017. The taproom has 40 taps and is open to the public Wednesday-Saturday 11am-10pm, and Sunday 11am-6pm. Guests at the Event Center are welcome to also visit the taproom when it is open.

## Set-Up & Clean Up

If you have a lot of items to bring in, you will be given an access code for the keypad at the attached garage. You are encouraged to use this entrance for your set-up and clean-up access. We will have tables and chairs available for you to arrange as you like. Round tables require a tablecloth (available to rent at \$5 each, choose white or black). Clean-up duties include removing the items you brought in, taking the trash to the garage, cleaning the kitchen if you used it, and cleaning the tables, chairs, and floor.

## General Policies

### The renter agrees to follow these policies and to enforce them with all participants:

1. All renters and guests shall comply with all City Ordinances, Iowa State Statutes, Federal Laws, and the policies set in this contract. Some examples of prohibited activities are illegal gambling, adult entertainment, excessive noise, and disorderly conduct. The renter shall assume full responsibility for any unlawful act committed in the exercise of the lease.
2. The building and premises are subject to 24-hour video surveillance.
3. Renters shall supervise the conduct of the participants at their event
4. Children must be under the direct supervision of an adult at all times.
5. Renters will be fully responsible for any damage to the facility or equipment. Any damage to the facility or equipment must be reported as soon as possible.
6. Nothing shall be taped, pinned, or affixed to the walls, ceilings or windows other than by using the hardware already installed and designed for such use. Products designed to avoid damaging surfaces (such as Command hooks used CORRECTLY) are permissible.
7. Absolutely no sitting or standing on the tables by any renter or guest.
8. Candles, open flames, fireworks, Chinese lanterns or anything of the sort are not permitted.
9. This is a smoke free indoor facility. Smoking is permitted in the outdoor courtyard.
10. Caterers and renters are welcome to use the event center kitchen and must return the kitchen to the same condition in which it was found. Caterers must be licensed and insured.
11. All persons and any items brought in must leave the Event Center at the end of the contracted time.
12. PIVO Blepta LLC is not responsible for theft or damage to items that have been left in the Event Center or the parking areas before, during, or after the event.
13. The renter may not sublet the facility, nor may the application be transferred or assigned. All renters must be at least 21 years of age.
14. PIVO Blepta LLC reserves the right to end any event early if policies are violated.
15. Renter is responsible for the conduct of persons participating in your event and persons hired by renter and renter's group to work at the event. Renter, renter's guests, and renter's hired vendors must use the facility in a safe and reasonable manner.
16. Renter shall take complete responsibility for the conduct of its group or others present during the rental period, and agree to compensate PIVO Blepta LLC for all damages to the facility, equipment, or other property incurred during the rental period.
17. If PIVO Blepta LLC is forced to cancel a reservation prior to the event due to a declared state of emergency, unsafe environmental or health conditions, interrupted utility services, or other unforeseen circumstances; the renter agrees that PIVO Blepta LLC shall not have responsibility for anything the renter may suffer or incur due to such a cancellation. The Event Coordinator will attempt to notify the renter as soon as possible if such cancellation occurs.
18. Renter assumes all liability for damage claims, including any personal injuries or death caused by participants at the scheduled event. Any disputes or claims of liability involving such providers of services are matters strictly between the Renter, the event participants, and the providers. You agree that neither you nor the participants at your event shall file any claim against or involve Pivo Blepta LLC in any legal action regarding such matters. You further agree to indemnify and hold harmless Pivo Blepta LLC in the event of any third-party claims for any costs, including attorney's fees for such claims.

## RENTAL OPTIONS AND DETAILS

	MULTI-DAY	SINGLE DAY (Friday – Tuesday)	WEDNESDAY or THURSDAY <small>some dates excluded</small>	HOURLY
<b>Rental fee</b>	\$2,800	\$1,300	\$500	\$100/hour
<b>Rental begins</b>	11am Friday	7am	7am Thursday	when set-up begins
<b>Rental ends</b>	6pm Sunday (3 days total)	Midnight (one day)	10pm Thursday	when clean-up ends
<b>Earliest ability to book</b>	2 years in advance			Up to 3 months in advance
<b>Water, coffee, non-alcoholic drinks, and wine from taproom menu available</b>	YES			
<b>Bring in drinks</b>	milk and one non-alcoholic punch			
<b>Bring in food through a licensed caterer</b>	YES			
<b>Tables and chairs</b>	Choose your floor plan, we set up tables and chairs for you			Renter sets up tables and chairs
<b>Drink service</b>	Event center bartender included		Taproom wait staff will serve you	
<b>Alcohol offerings</b>	Choose 11 PIVO beer/cider kegs. Non-PIVO alcohol available (Busch Light, Jack & Coke, etc)		Order drinks from the taproom menu	
<b>Bring in alcoholic drinks</b>	no			
<b>Clean up duties</b>	Remove your items (including glitter, confetti, etc) Clean the kitchen if you used it (countertops, sinks, stove, floor, dishes you used, etc) Take the trash to the garage			Same as list to the left, plus clean tables, chairs, floor

## PIVO Event Center Rental Contract Signature Page

Date(s) of rental \_\_\_\_\_

Time you will arrive \_\_\_\_\_ Time you plan to be done cleaning \_\_\_\_\_

Name of Event \_\_\_\_\_

Name of renter / responsible party \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email Address \_\_\_\_\_

Estimated number of guests \_\_\_\_\_ Time beverage service should start \_\_\_\_\_

By your signature below, you agree to all the terms of the PIVO Event Center Rental Contract, certify that the information in the application is correct, certify that you are at least 21 years of age, agree to exercise the utmost care in the use of the premises and property. You indemnify and hold PIVO Blepta LLC harmless for all liability resulting from use of facility.

Signature of renter \_\_\_\_\_ Date \_\_\_\_\_

PIVO Event Center Representative \_\_\_\_\_

Hourly rentals are not required to pay anything before the event. We will present you with a bill on the day of your event for the rental fee and PIVO food and drinks. The hourly rate will be calculated starting when you arrive and ending when clean-up is completed.