

The Euclid Room

2540 East Euclid Ave • Des Moines Iowa 50317 • (515)262-0640 • 1138cateringmgr@Hy-Vee.com

Your Name* _____
Company _____
Address* _____

Today's Date*: _____

Contact Person*: _____ Phone #: _____

Fill out the information below if applicable

Bride: _____ Groom: _____
Address: _____ Address: _____

Bride Phone*: _____ Groom Phone*: _____
Bride Email: _____ Groom Email: _____

Room Rates

6 Hours Monday - Thursday	\$350
6 Hours Friday - Sunday	\$600
Each Additional Hour	\$175
Prior Day Set-up Charge	\$250
Rental Deposit	\$350

Date of Event*: _____ Day of Event*: _____
Event Start Time*: _____ Event End Time*: _____

Rental is for 6 hours, no later than midnight. We allow up to one hour for clean-up.

Type of Event*: _____

Number of guests in attendance: _____
Person responsible for decision-making*: _____
Phone number of decision maker*: _____

Due at time of reservation:

Completed Contract
Rental Deposit
Valid Photo I.D.

Deposit is used to hold your reservation date and is then used as a damage security.
Any cancellations six months prior to the event will not be refundable.

Please Initial below confirming that you fully understand the content of this page.
Initials: _____ Date: _____

**Euclid Room
Rental Agreement**

Due 30 days prior to event:

- rent; or balance of rent.
- Acceptable payment: cash, cashier's check or credit card.
- No personal checks accepted.
- floor plan, preliminary menu.
- Itinerary; décor plans, miscellaneous information.

Date	Amount
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Due 10 days prior to event:

- Beverage/alcohol order.
- Events with alcohol will be subject to on-duty police officer at \$35 hour.
- Final guest count.
- payment in full for all services and remaining balances.
(cash, cashier's check or credit card, no checks allowed)

7 days after event:

- Security deposit will be refunded after verification of no damages.

Refund Date: _____
refund amount: _____

Need to Knows

- All food and beverages must be purchased through the Euclid Hy-Vee Catering Department.
- 18% service fee applies to all catering services.
- Decorating time will be limited to 2 hours.
- Rental includes 6 hours or till midnight whichever comes first.
- The Euclid Room management will provide a portable toilet at no charge for events exceeding 200 guests.
- All incoming items such as centerpieces, rental equipment, etc. need to be removed from the room that evening.
- You have one hour for clean-up at the end of your event.
- In the event of any damages: Deposit will be used for repairs and further reimbursement forfeited. Any excess charges above the security deposit will be the responsibility of the renter and payment due upon receipt of damages.

Food and Drink:

- All beverages/alcohol to be provided by The Euclid Room catering staff.
- No outside food allowed to be brought into The Euclid Room.
- Beer and wine are allowed in our facility and must be provided by and arranged through The Euclid Room catering staff.
- No canned or bottled beer; we only allow keg beer.
- Any alcohol found in the facility before or during your event not authorized through The Euclid Room staff may result in an ending or cancelling of your event along with the loss of the security deposit.
- Any unauthorized alcohol found AFTER the event will result in forfeiture of security deposit.

*A police officer is required at events with alcohol and charged to the customer at \$35 per hour. The Euclid Room will automatically schedule police officer arrangements.

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Illegal Activity

• **The Euclid Room will not tolerate any illegal activity or the serving of minors. If any of the above be suspected or violated, the event will end without notice, law enforcement will be notified, and security deposit forfeited.**

- The room will need to be left in an ORDINARY USE MANNER or deposit may be retained for excessive cleaning. (vomit, spilled beverages, popcorn or thrown food, thrown rice, etc. are examples of excessive mess and may result in full or partial loss of security deposit.)
- The Euclid Room has enough tables to seat up to 240 for dinner and enough chairs to seat 300.
- Events requiring more tables or chairs above our inventory will be the responsibility of the renter. Our catering staff can help with these arrangements.

Emergency Situations:

- Certain conditions may exist where the Event Center may be forced to cancel a reservation prior to the event. Possible conditions include but are not limited to:
 - State of Emergency; unsafe environment or health conditions; if utility services are interrupted or acts of God.
 - In such an event the renter agrees that The Euclid Room shall have no responsibility for anything the renter may suffer or incur due to cancellation. The Euclid Room staff will notify the renter as soon as possible if such situation were to occur.
 - Refund of deposit will depend on the time of interruption according to the 6-month cancellation policy.

Parking and Safety

- The event is limited to inside The Euclid Room and not in the parking lot.
 - The Euclid room is not responsible for any damages to parked cars in the lot, around the lot, across the street or any other parking areas.
 - Parking is your own responsibility.
 - if damages occur to property outside The Euclid Room as a result of the renter or a guest, the renter may be responsible for reimbursement of damages and security deposit will be lost.
- Parking for The Euclid Room is the section of parking spots located directly in front of the building. Overflow parking beyond the allotted spaces in front of the building is required to park at the far east side of The Euclid Hy-Vee parking lot.
- Standing on tables chairs or other Euclid Room property will not be permitted.
- The renter will assume all liability for any injuries, property damage, loss of personal items or death. The Euclid Room will not be responsible for any of the aforementioned.
- Some chairs, tables, and other equipment in The Euclid Room may carry a weight capacity, whether it is stated or not; the Euclid room is not responsible for injuries from equipment.

The Euclid Room may not be sublet or transferred

By signing below I understand that I am engaging in a legally binding contract with The Euclid Room and Hy-Vee, Inc. I verify that I have read and fully agree to all the terms of this contract. I understand that The Euclid Room management and the Management Team of The East Euclid Hy-Vee have supreme authority over The Euclid Room and may alter, or terminate this contract at any time without prior notice to the renter or affiliates of the renter.

Signature: _____
 Printed Name: _____
 Date: _____

 (The Euclid Room Representative)
 Date: _____

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**Euclid Room
Rental Agreement
For Internal Use**

Notes:

Addendum to contract:

Clean-up Checklist

- | | |
|---|--|
| 1 | All items brought in need to be taken out. |
| 2 | All linens are to be removed and placed in a pile or location discussed between the renters and the staff. |
| 3 | Excessive trash on floors, vomit, rice, popcorn, excessive |
| 4 | spills may result in extra charges from security/damage deposit
Restrooms need to be left in an ordinary use manner. |
| 5 | Parking lot is not to have cigarette butts, cups, trash, etc. left behind. Please be respectful as we do allow smoking outside our facility. |
| 6 | The Euclid Room may at times have draping, ceiling décor, etc. provided or rented depending on event. Any damages, tears, stains, etc. occurring to such items will result in cleaning and or repairing charges. |
| 7 | If you have had pre-approval ofor hanging items from the ceiling or pre-approval for taping anything to the walls: All hanging accessories, wire(s) need to be removed and any tape residue needs to be removed.completely |

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