

FACILITIES RENTAL PERMIT INFORMATION AND APPLICATION

*The Ned Ashton House
820 Park Road
Iowa City, IA*

Please contact our Event Service Coordinator with the Avacentre at 402-677-1821 or email EventFacilities@iowa-city.org for information about reserving the facility.

Facility Description:

The historic Ned Ashton house is located along the Iowa River at 820 Park Road in Iowa City. This home was built in 1947 by Edward L. "Ned" Ashton as a private residence. Ashton, who has been called "the most distinguished bridge engineer in the history of Iowa," was a professor of civil engineering at the University of Iowa from 1943 to 1957.

The Ashton House was listed on the National Register of Historic Places on January 26, 2001. In October 2011, the City of Iowa City purchased the home through a Community Development Block Grant for flood recovery. As a condition of the grant, the City agreed to develop a plan that would preserve the historic nature of the home and help protect it from future flooding.

The Ashton House offers two floors of space (upper level 2,644 square feet; lower level 2,564 square feet), with a capacity of 50 persons per floor. This facility has a large lawn and is surrounded by parkland. It is ideal for meetings, reunions, parties, weddings, receptions and other special events.

Amenities include 60" round tables, tables, folding chairs to accommodate up to 100 occupants, as well as a kitchen equipped with a stove, refrigerator and microwave. Parking at no cost is available for up to 30 vehicles with additional potential for on-street parking on Normandy Drive, though such spaces cannot be reserved.

The facility is available for rentals Monday through Sunday from 7 a.m. to midnight. Set up and tear down are not allowed any time before 7 a.m. or any time after midnight. The applicant, guests and all staff (including catering staff) must exit the building and park by midnight.

Wine and beer are only allowed if the applicant obtains permission from the City. Hard liquor is strictly prohibited. Sale of alcohol is also strictly prohibited. Additional deposit and insurance requirements apply. In the event that an applicant is unable to secure the necessary insurance policy, the applicant may apply for a "special event supplemental policy for tenant users" with the City's insurance carrier.

Reservations can be made up to 12 months in advance, with the exception of weddings/receptions which may be made up to 24 months in advance.

Rental Permit Requirements and Procedures:

Rental Fees	
<u>Weekdays (Monday through Thursday)</u>	
Hourly up to 5 hours	\$60/hour
All day (over 5 hours)	\$375
<u>Weekends (Friday, Saturday, Sunday & Holidays)</u>	
Hourly up to 5 hours	\$120/hr
All day (over 5 hours)	\$750
Refundable Deposit	
Deposits must be made with a credit card, and are refundable in accordance with the Rental Procedures set forth below.	
Deposit: \$250	
If serving alcohol: \$500	

1. RENTAL TIME: You will be responsible for paying the rental fee listed above from the “start time” to the “end time” listed on your Rental Permit Application, regardless of whether you stay at the facility the entire time. No persons are allowed on the premises prior to or after the “start time” and “end time”, so you must factor in your set-up and clean-up time when completing the application. The City charges the full hourly rate regardless of actual time the facility is used (i.e. the City will charge for a full 3 hours if an event is 2.5 hours). All decorations, special equipment, rental furniture, etc. shall be removed from the facility by the “end time.”
2. RESERVATION CONFIRMATION: The facility is not considered reserved until the City has received a) a complete Rental Permit Application; 2) the full damage deposit, 3) a signed Administrative Rules for the Use of Alcohol; and 4) evidence of insurance for events with alcohol.
3. RENTAL FEE DUE: Rental fees must be paid no less than 60 days prior to the event.
4. Applicants must be 18 years or older. Proof of age may be required.
5. ALCOHOL: Wine and beer may be served only in accordance with the ADMINISTRATIVE REGULATIONS FOR THE USE OF ALCOHOL attached hereto and incorporated herein.
6. TOBACCO: Use of any and all tobacco products is strictly prohibited within the Ned Ashton House, including its grounds and the parking lot.
7. ANIMALS: No animals are permitted inside facility.
8. OUTDOOR MUSIC: No amplified music is permitted outside the building without Parks and Recreation Department approval.
9. OUTDOOR FURNITURE: No City-owned furniture may be moved outside. Anyone desiring outdoor furniture must rent it from a third-party vendor.
10. SPECIAL EQUIPMENT: No special equipment may be used without Parks and Recreation Department approval.

11. PROPERTY DAMAGE: The rental permit holder is responsible to pay for all property damage to the facility resulting directly or indirectly from the conduct of any group member or invitees, including catering staff. **Children must be supervised at all times.**
12. SALE OF GOODS: No items or services may be sold without Parks and Recreation Department approval.
13. EVENT SUPERVISOR: The City has contracted with Avacentre, an event services coordinating company, to assist in the planning and supervision of events at the facility. Once a reservation is confirmed, Avacentre will assist with all other services necessary leading up to and including the day of the event. A representative from the City or Avacentre will be present at all times during the event to monitor the event, and to inspect and secure the facility following the event. Please contact our Event Service Coordinator with the AvaCentre at 402-677-1821 or email to EventFacilities@iowa-city.org
14. for further assistance.
15. SET-UP, DECORATIONS: **No set-up is allowed prior to the “start time” listed on your Rental Permit Application.** Only freestanding decorations are permitted, although tape and suction cups may be used on windows. Candles are permitted with a sufficient barrier to catch melted wax. Floating candles are preferred. Nothing may be affixed to the ceiling, walls, doors, windows or floors. Use of the following items is strictly prohibited: Chinese lanterns; tacks, nails, and staples; rice; birdseed; glitter; silly string; dance wax; and real rose pedals. Evidence that any of these items have been used may result in a deduction from the rental deposit. All decorations must be removed from the facility upon completion of the event.
16. CLEAN-UP: A detailed cleaning checklist is attached hereto. The facility must be left in the same condition it was in prior to the event. All cleaning must be complete prior to the “end time” listed on your Rental Permit Application. You may clean the facility yourself or opt to hire Avacentre’s cleaning service. Hiring a cleaning service does not relieve the rental permit holder from responsibility or liability for the facilities.
17. RENTAL DEPOSIT: Use and Refund
 - A damage deposit shall be required for each event in the amount set forth above. The rental permit holder (Permittee) shall be personally responsible for any and all damages, including those damages not covered by the damage deposit, caused by the rental permit holder or any guests or agents, all in accordance with this Rental Permit.
 - Where the Permittee has timely left the premises in a damage-free, clean condition, City shall return the full deposit to the Permittee within 30 days after the event.
 - Where the Permittee fails to complete the Final Checklist, the City reserves the right to retain all or a portion of the deposit to cover its costs in cleaning the facility to its satisfaction. The City shall refund any remaining deposit to Permittee within 30 days after the event, along with a detailed accounting of the amounts deducted from the deposit.
 - Where the cost to repair, replace, or clean the facility, equipment or other property lost or damaged during the event is greater than the deposit, the Permittee shall be responsible for paying the excess costs, as determined solely by the City, which will be charged to the Permittee’s credit card. The City shall notify the Permittee of such expense prior to charging the credit card.

- In the event that the Permittee fails to clean and exit the facility prior to the end time listed on the Rental Permit Application, the Permittee will be charged for the additional time at the full hourly rate, which shall be deducted from the rental deposit.
17. CANCELLATION POLICY: Cancellations should be made at the earliest possible date. The deposit will be forfeited if a rental is cancelled within 30 days of the event date. The deposit and rental fees will be forfeited if a rental is cancelled within 7 days of the event date. In the event of unforeseen circumstances beyond the City's control, the City reserves the right to reschedule and/or cancel the building reservation. All deposits and payment made will be refunded in full to the applicant.
18. MAXIMUM ATTENDANCE: The Ned Ashton House has a maximum capacity of 100 people for the entire space or 50 people per floor. The City will accept reservations for the entire facility only. In the event that the City or its designee believes that these maximum capacities have been exceeded, guests may be asked to leave or may be refused entrance to the facility. Permittee shall be responsible for all guests on the premises and shall assist the City in enforcing this limitation.

Final Clean-up Checklist

This check list is to be completed before exiting the building the night of the event. The facility must be left in the same condition it was in prior to the event. Clean-up must be complete prior to the "end time" shown on the Rental Permit Application. In no case shall anyone remain on the premises past midnight. Failure to timely complete this checklist will result in a reduction in the rental deposit.

- ___ Disinfect (yellow spray bottle) chairs and tables.
- ___ Stack chairs on tables in increments of four chairs per stack.
- ___ Windex (blue spray bottle) any smudges or handprints on the doors/windows.
- ___ Sweep the window ledge. (broom & dust pan) Disinfect if needed.
- ___ Dry mop (dust mop treatment) floors for dust or debris created from the event.
- ___ Wet mop (blue concentrate) any soiled flooring, including the entry way, bathroom & hallways.
- ___ Pick up any and all trash from the event and dispose it in the dumpster.
- ___ Kitchen must be cleaned (mopped, sanitized, refrigerator/freezer emptied & trash removed).
- ___ Bathrooms must be cleaned and trash taken to the dumpster.
- ___ Removal and proper disposal of all decorations, including any tape.
- ___ Removal of any and all special equipment brought on-site by the Rental Permit Holder, the caterer or any other third-party vendor.

**ADMINISTRATIVE REGULATIONS FOR THE USE OF ALCOHOL
at the Terry Trueblood Recreation Area Lodge and the Ned Ashton House.**

The following Administrative Rules regarding the use of alcohol are adopted pursuant to Iowa City Code 4-5-3, and approved by the Iowa City Parks and Recreation Director and the City Manager of Iowa City.

The Iowa City Parks and Recreation Director, or designee, is authorized to issue written permission to a Permittee, via an addendum attached to an approved Facility Rental Permit, for the use of alcohol in the Terry Trueblood Recreation Area Lodge and the Ned Ashton House pursuant to these administrative rules. The following rules apply:

1. The City will have a designee present for the duration of the event.
2. A damage deposit shall be required for each event, as set by the City, or designee. The rental permit holder (Permittee) shall be personally responsible for any and all damages caused by the Permittee or any guests, including those damages not covered by the damage deposit.
3. Permittee shall obtain a general liability insurance policy in the amount of \$1 million per occurrence covering personal injury, bodily injury, and property damage. No deletion or modification to Host Liquor Liability is allowed. An umbrella or excess liability policy in these amounts may be sufficient to meet this requirement. The City of Iowa City must be included as an Additional Insured on the policy, unless otherwise agreed upon by the Director of Parks and Recreation. The City requires that the insurance carrier be A rated or better by A.M. Best. All policies shall be written on a per occurrence basis, not a claims-made basis, and in form and amounts and with companies satisfactory to the City of Iowa City. Such policy shall remain in full force and effect for the duration of the event. Where a caterer is providing the alcohol, proof of the caterer's insurance meeting these requirements is sufficient. Proof of insurance is due with the rental deposit.
4. The Permittee must be 21 years of age or older, and provide proof thereof via a government-issued photo I.D. upon request.
5. No person under the legal drinking age may possess or consume alcoholic beverages.
6. All alcoholic beverages must be consumed in the building or within the outdoor patio area. No possession or consumption of alcohol is allowed anywhere else on City property, unless within an area covered by a valid liquor license approved by City Council.
7. The City or its designee reserves the right to cut off any person from further possession or consumption of alcohol, should their behavior, in the sole opinion of the City or designee, warrant it. Failure of the Permittee or its guests to act responsibly and maintain order, as determined by the City or its designee, may result in removal of the person(s) from the premises, intervention by law enforcement, and/or termination of the event.
8. No liquor shall be permitted. Permittees may bring their own wine or beer only if a caterer is not providing the alcohol.
9. If a caterer is providing the alcohol, any and all wine and beer possessed or consumed must be provided by the caterer.

10. If a caterer is providing the alcohol, the Permittee shall provide evidence of the caterer's liquor license to the City.
11. Wine and beer (not liquor) may be sold through a cash bar if said sales are conducted by a caterer or other provider fully licensed to do so, and only if the license(s) and proof of insurance are placed on file with the City Parks and Recreation Director no later than two weeks beforehand. Sales of wine or beer outside of the lodge are allowed only for events sponsored or co-sponsored by the City, and only by liquor licensee acting pursuant to a liquor license then in effect for the Terry Trueblood Recreation Area Lodge.
12. Only hosted wine and beer is permitted. No sales, cup sales, "suggested" or "free-will" donations, and/or tickets are allowed. If there is evidence that alcohol has been sold to individuals, other than the sale from the caterer to the Renter, the event will be terminated immediately, and law enforcement will be notified.
13. Permittee agrees to indemnify, defend, and hold harmless the City against any and all claims related in any way whatsoever to the Permittee or any of Permittee's guests consuming alcoholic beverages, or any behavior that arguably resulted from the Permittee or guest consuming alcoholic beverages.
14. The Parks and Recreation Director or designee may place additional reasonable conditions on the use of alcohol in the Terry Trueblood Recreation Area Lodge or the Ned Ashton House, which conditions shall be attached to the rental permit.

I HAVE CAREFULLY READ AND UNDERSTAND THIS DOCUMENT, AND AGREE TO ALL TERMS CONTAINED HEREIN. I AM SIGNING THIS FREELY AND WITHOUT RESERVATION OR CONDITION.

Permittee Printed Name

_____/_____

Permittee Signature/Date



City Manager Approval 8-18-16

FACILITIES RENTAL PERMIT APPLICATION

The Ned Ashton House
820 Park Road
Iowa City, IA

Applicant Information

Individual/Organization ("Permittee"): _____

Contact Person: _____ DOB _____

Home Phone: _____ Work: _____ Cell: _____

Address: _____

E-Mail Address: _____

Event Information

Type of Event: _____

Date of Use: _____ Start Time* _____ am/pm End Time** _____ am/pm

***Include any time needed for set-up. No person may commence set-up prior to the start time listed above.**

****Include the time necessary for cleaning up after the event. No one may remain on the premises after the end time.**

Once set-up begins, the Permittee will be charged rent until the end time. Permittees must pay the full hourly rate regardless of actual rental time.

Estimated Attendance: _____

Event Features

Would you like permission to serve alcohol at the event? (Restrictions Apply. See Administrative Regulations for the use of Alcohol attached.) _____ Yes
_____ No

Will you be hiring a caterer for the event? _____ Yes _____ No
Company: _____

In the event that you receive permission to serve alcohol, will the caterer be providing the alcohol?
_____ Yes _____ No (If yes, please provide a copy of the caterer's liquor license)

Will you be renting furniture or equipment from a third party vendor? Yes
No Company: _____

Would you like permission to use outdoors sound amplification, live music or deejay, tents/canopies.
 Yes No Explain: _____

Would you like permission to sell items or services during your event?
 Yes No Explain: _____

Additional Requests: _____

The applicant and the applicant's group shall indemnify, defend and hold harmless the City, its elected and appointed officials, agents, employees and volunteers from all liabilities, claims, judgments, demands and costs arising out of or resulting from applicant, applicant's group or their invitees' use of The Ned Ashton House. I agree to be solely and completely responsible for the condition of the reserved facility and to leave it timely and in neat and clean condition without damage. I agree to promptly reimburse the City for all damages. Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.

By signing below, I am acknowledging that I have read the Rental Permit Procedures and Application, and hereby agree to be bound by the terms stated therein.

Applicant Signature: _____ Date: _____

Please return your completed application and payment If by mail to:

*Iowa City Parks & Recreation
Attn: Tammy Neumann/Jeff Sears
220 S. Gilbert St, Iowa City, IA 52240*

OR by email to

*To our Event Service Coordinator with the AvaCentre at
EventFacilities@iowa-city.org*

THIS INFORMATION SHALL BE SHREDED IMMEDIATELY UPON FINAL RECONCILIATION OF DEPOSIT DEDUCTIONS

Method of payment: Master Card/Visa/Discover/Am. Express

CC Number _____ Exp. Date: _____ 3 digit authorization code: _____

FOR ADMINISTRATIVE USE ONLY:

Application Reviewed and Approved:

Signature, Title

Date

Deposit:

Received by: _____ Date: _____

Returned to Permittee by: _____ Date: _____ Amount returned: \$ _____

Deductions from Deposit, if any: _____

Certificate of Insurance (required for alcohol events):

Received by: _____ Date: _____

Signed Administrative Rules (required for alcohol events):

Received by: _____ Date: _____

Caterer liquor license (required for alcohol events where caterer is providing the alcohol) Received by: _____ Date: _____

Special Requests: The following special requests shown on the Application are hereby granted:

____ Use of alcohol ____ Use of outdoor sound amplification ____ Use of special equipment

____ Sale of items or services Additional: _____
