



Eagle Point Lodge

Eagle Point Park- 4101 North 3rd Street
Parks & Recreation Office: 1401 11th Ave N.
Clinton, Iowa 52732

10/2018

RENTAL SPECIFICS: AREAS AVAILABLE: Entire Hall Only Occupancy

Seating Limit- 299 Time Available 7am-11pm The Park is open daily at 7 a.m., closing at dusk. (Oct 1 – Mar 31 after 5 p.m., Apr 1 – Sept 30 after 8 p.m.) 85 parking spaces plus 6 handicap parking spaces. The Lodge is air climate controlled. Wi-Fi is available.

SPLIT USAGE on any single given day or overnight, once a user takes possession of the facility for the day, the rental period is continuous until the end of that day. If the user wants to ‘split shift’, for example decorating in the morning for a couple hours, then returning later that day for the event, or decorate on Day 1 and have the event on Day 2, the rental charges are continuous for the entire day. (A day is defined as starting at 10am and ending at 9pm). If you wish to get in prior to your event to decorate, or have access for caterers or DJ’s these times must be included in the rental. Times also much include any delivery/pick up of materials/equipment (including 3rd party borrowed/rental items.)

Staff is on-site during event. PA: Voice/Background music only, not usable for formalized music

RATE SCHEDULE: Payment in full secures reservation

ON-SITE VISITATION/TOUR – By appointment. **3 hour minimum for rentals**

Friday, Saturday, Sunday and Holidays- \$75 an hour

Weekdays (Monday- Thursday) -\$50 and hour

Lodge closed on: Thanksgiving, Christmas Eve, Christmas, New Year’s Eve, New Year’s, Easter and other days as needed. Check availability of the Lodge at <http://cityofclintoniowa.us/calendar/php> Choose: Lodge

DAMAGE DEPOSIT = \$100. If all contract conditions have been fully met, full Security/Damage Deposit will be returned by mail within 4-6 weeks of rental. Charges that may be levied against the deposit include, but are not limited to: subpar cleanup, damages, time, equipment or facility use beyond original request, rented equipment left after rental and at discretion of Director.

REFUND POLICY: In Full – 90 days or more prior to event minus \$25 cancellation fee. Cancellation less than 90 days no refund.

SPECIFIC USAGE:

- For safety concerns, items prohibited inside the facility are: wheeled toys like roller skates, blades, boards, tricycles etc. AND water toys including balloons & water guns. FOG MACHINES ARE NOT PERMITTED as they set off the fire alarm.
- NO OBJECT SHALL BE ATTACHED TO THE WALLS, CEILING, PILLARS OR CABINETS. **Exit signs shall not be covered.** Free standing decorations and ‘wrapping’ of log pillars and ‘overhead logs’ in the east bay are approved.
- No “rice or confetti” decorations – bird seed for weddings is acceptable outside.
- Arrangement of tables and chairs in the facility is the responsibility of the user. No small loose items on table. Must be contained in a container. Example-marbles, glitter, beads, need to be contained.
- **End of Event Clean Up Responsibilities** Tables and chairs wiped down. 26 tables left in middle of room and 6 chairs on each table. Rest of chairs stacked and tables put in storage area. All trash in bags and used ice in sinks or dumped outside. If metal chairs were taken outside, they need to be brought inside and put on racks. All personal property must be out of Lodge by ending time of rental. Clean-up materials/equipment are provided. Clean up must be completed by end of event noted on the facility usage application. You will be given a check list of items to be cleaned.
- Exit doors can’t be blocked by tables and chairs or any decorating items. This is a 6 ft. by 6 ft. box in front of each exit door and a straight walkway, not less than 4 feet wide into the room not less than 1/3 the distance across the room in any direction.
- Smoking is prohibited at all indoor facilities and associated areas per the Iowa Smoke Free Air Act.
- Staked tents are NOT PERMITTED on the outside grass. Tents on hard surfaces must be pre-authorized. Bounce Houses can be set up by the basketball courts with the rental of the Central Shelter.
- Beer, wine, and champagne are the only alcoholic beverages permitted by City ordinance or State law as follows:
 - a) No hard liquor;
 - b) Containers must be less than 32 oz. (no kegs/wine boxes);
 - c) Sales prohibited unless by lease & license.
- All candles must be in non-flammable container and wick must be contained.

FACILITY INFO/COMMONLY ASKED QUESTIONS:

- Various dimmable lighting schemes are available from “flood-style” to “atmosphere-style”. (minimal lighting for safety)
- Fireplaces- The South fireplace is gas and can be used. The North fireplace is real but only candles can be used. No live burnings.
- Floor: 100’ x 54’ [18’ east wall to pillars (6 in all), 36’ main area]. Ceiling height: main area – 16’; east bay – 15’ sloping to 10’.
- Catering Service Area: 20’ by 17’ with a separate exterior entry. Available equipment includes, Sink, microwave, small refrigerator/freezer, commercial size refrigerator, 8 – 20 amp electrical circuits, and 5 rolling coolers (70 quarts each). Ice machine in the storage room
- Electricity Interior: 8-20 amp circuits in main hall. Exterior: 1 – 20 amp circuit on NW and SW corners of Lodge. Utility Pole: 1 – 40 amp 220V and 2 – 20 amp 110V.
- Tables/ Seats: 36 – 60” round (seats 6-8); 8 – 6’ rectangular tables (30” wide); 299 chairs; 3 Coat racks. Tables and metal chairs can be used on the patio. Patio hold up to 250 metal chairs in theater style. SEATS: 299 padded, stackable chairs that are indoors usage only. If chairs are required for outdoor usage, there are 100 metal chairs available on site. Outdoor chairs stored inside and on racks as part of the clean-up.
- “SYMPHONY OF LIGHTS” (Late Nov & Dec) \$7 per car in addition to rental fees from 5:30pm-9pm Christmas Décor in Lodge must stay attached
- All rented materials must be off property by the end of rental