

# Saulsbury Lodge Rental Contract

Muscatine County  
Conservation Board  
3300 Cedar St., PO Box 109  
Muscatine, IA 52761  
(563) 264-5922

Group Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ Email \_\_\_\_\_

Arrival Date \_\_\_\_\_ Arrival Time \_\_\_\_\_ AM / PM  
circle

Departure Date \_\_\_\_\_ Departure Time \_\_\_\_\_ AM / PM  
circle

Group Size \_\_\_\_\_ Alcohol YES / NO  
circle Key Box Code \_\_\_\_\_

Group Type	Weekdays (Monday-Thursday)	Weekends (Fri.- Sun. & Holidays)	Overnight (Recognized Organizations Only)	Deposit
Youth/Conservation	<input type="checkbox"/> \$35.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$100
Wedding Reception	<input type="checkbox"/> \$250.00 (three day rental)			<input type="checkbox"/> \$100
All Other Users	<input type="checkbox"/> \$55.00	<input type="checkbox"/> \$80.00	<input type="checkbox"/> \$125.00	<input type="checkbox"/> \$100
Early set-up-after 12:00 pm day before rental	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$25.00	<input type="checkbox"/> NA
Total Rental Fee Enclosed \$		Total Deposit Enclosed \$		

I/WE agree to (1) to leave the facility in the same condition as found (2), be responsible for any damage done to property, (3) follow all Muscatine County Conservation Board rules and regulations, and all laws of this state.

Signature \_\_\_\_\_ Date \_\_\_\_\_

- 1) Signed form, deposit and rental fee must be received within 14 days after making reservation.
- 2) Make checks payable to Muscatine County Conservation Board, PO Box 109, Muscatine, IA 52761.
- 3) Separate checks required for the deposit and rental fee.
- 4) Rental fee is non-refundable if cancellation is made less than 14 days before reservation date.
- 5) Arrival time is no earlier than 6:00 a.m. Departure time for day use is no later than 10:30 p.m.
- 6) Table and chairs available for up to 75 people. Tables and chairs must stay in the building.
- 7) Smoking is prohibited in Saulsbury Lodge.
- 8) No alcohol other than beer or wine is permitted. An additional agreement must be signed if alcohol will be available.
- 9) No staples, nails, or other damaging fasteners are to be attached to anything inside or outside the building. Only painter's tape may be used to hang anything on painted walls.
- 10) The cleaning checklist must be completed, signed and left with the keys in the box provided in the building.
- 11) The deposit shall be forfeited in its entirety if building and surrounding area is damaged or left unclean.
- 12) The deposit is not construed as a limit of liability for damages. Muscatine County and its agents may take any legal action necessary to recover damages.

<i>Office Use Only</i>	Rental Fee Rec'd \$ _____	Deposit Rec'd \$ _____	Date _____
	Deposit Returned \$ _____	Deposit Kept \$ _____	Date _____
	Cancellation Date _____	Rental Fee Kept \$ _____	