

## **Strawberry Point Civic Center Information**

### **Reservations**

Reservations are on a first come, first serve basis and can be made by calling Strawberry Point City Hall at 563-933-4482 or in person at 111 Commercial Street. The deposit and rental amounts must be paid prior to picking up the key. Please send a separate check for the rental and the deposit amounts. Keys must be picked up prior to 4:30pm Monday thru Friday.

### **Rental Rates**

- Multi Purpose only \$75.00
- Kitchen plus multi-purpose room \$100.00
- Senior Citizen or Boy Scout Room \$35

### **Deposit Amount**

- \$250 for multi-purpose room only
- \$350 for multi-purpose and kitchen

The deposit check will be mailed within 30 days following the event, provided no damage or loss beyond normal wear occurs. The renter shall be charged for any damage beyond the regular deposit amount as determined by City employees.

### **Checks/Payments**

Payments should be made payable to the City of Strawberry Point. A \$25.00 service charge will be applied to all returned checks.

### **Usage Rules**

- Renter is responsible for cleaning up after event, including taking out garbage.
- The building is smoke-free.
- Alcohol is not permitted.
- Food and beverage may be brought into the facility.
- If something gets broken or damaged, please notify the City of Strawberry Point following the event.
- Tables and chairs must be put back in the boiler room following the event.
- The City of Strawberry Point is not responsible for items left, lost or stolen.

### **Capacity**

- The multi-purpose room holds approximately 150 people