



Dear Prospective Renter:

Thank you for your interest in the Wetlands Centre! Enclosed are copies of the Centre's policies, fee schedule, and a rental application form. Please note that the Wetlands Centre is a tobacco-free facility. The use of tobacco products in the Centre will result in a loss of the damage deposit.

All of the appropriate forms and fees must be submitted prior to any confirmation being issued. This includes all forms required for alcohol consumption. Please do not consider the space booked for your group until you receive notice confirming your date and time. If possible please provide an email address for this confirmation.

No reservation requests will be accepted earlier than 12 months prior to the requested usage date.

*A site visit is recommended prior to reservation of the Wetlands Centre.*

To reserve the Wetlands Centre for your event, you must return the following:

- Completed Application Form
- Signed Alcohol/Tobacco/Prohibited Activities Policy
- Your total anticipated rental fee

Please make two separate checks payable to the City of Marquette: 1) Check for the Rental fee and 2) Check for the Deposit. Note in memo area "Wetlands Centre". If no damage has occurred, the deposit check will be shredded by the City or returned to you via mail.

If you have specific questions regarding use, please feel free to contact the Driftless Area Wetlands Centre at 563.873.3537.

Again, thank you for your inquiry.

Driftless Area Wetlands Centre  
509 US 18  
Marquette, IA 52158  
563.873.3537

## DAWC RENTAL AGREEMENT APPLICATION

Hourly Facility Rental Rate (includes setup and clean-up)\*

- |                                       |     |                              |
|---------------------------------------|-----|------------------------------|
| No Staff Present                      | ( ) | \$15/hour + \$250.00 Deposit |
| Staff Present**                       | ( ) | \$25/hour + \$250.00 Deposit |
| Local Non-Profits & MFL MarMac School | ( ) | Currently No Charge          |
| Audio/Visual System                   | ( ) | \$350.00 Deposit             |

*\*It is the responsibility of the user to arrive and depart within the rental times requested on this form. If the event runs longer than anticipated, the user will be responsible for paying additional rental fees before the deposit check is returned. A refund will not be issued to the user for rentals lasting fewer hours than those designated on this form.*

*\*\*DAWC Director will determine whether or not staff needs to be present during the rental period.*

1. Name of Group or Organization: \_\_\_\_\_
2. Purpose of Event: \_\_\_\_\_ Approximate # of People: \_\_\_\_\_
3. Date(s) of Event: \_\_\_\_\_ Check-in Time: \_\_\_\_\_ Check-out Time: \_\_\_\_\_ # of Hours: \_\_\_\_\_
4. Will a meal be served? ( ) YES ( ) NO
5. Will there be music at this function? ( ) YES ( ) NO
5. AV Equipment usage? ( ) Yes ( ) NO
6. Will there be beer, wine or champagne? ( ) YES ( ) NO  
(If yes, please see attachment)

The user agrees to report any damages to the equipment or facility which may occur during use and to report any other problems concerning this agreement as soon as possible after the use of the facilities. The user shall be fully responsible for damages or extra cleaning costs which are caused by the group or organization. Children must be supervised by an adult at all times. The Wetlands Centre is not responsible for things brought to or left in the Centre or on the surrounding grounds. The person signing this agreement will accept responsibility for the group or organization using the Wetlands Centre facilities and equipment at the date and time stated herein. I have read the rental rules/agreement and understand any violation could result in the forfeiture of a partial or full amount of the security/damage deposit and I could be denied future rental of the Centre. The Wetlands Centre is a part of the City of Marquette's parks system and its use falls under the control of Chapter 47 of the City of Marquette's Code of Ordinances.

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

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Do not write in this space - Office Use Only

Total Rental Amount Received \$ _____	Security Deposit Received \$ _____
Type of Pymt _____	Type of Pymt. _____
Date Key Issued _____	

Key Returned:  Yes  No  
 Facility Cleaned-up:  Yes  No

**Security Deposit:**

\*Amount to be refunded \$ \_\_\_\_\_ Type of Refund \_\_\_\_\_ Date \_\_\_\_\_ \*Explanation of partial refund: \_\_\_\_\_

\_\_\_\_\_

## Wetlands Centre Amenities

The Wetlands Centre is intended to meet a variety of community needs. Its primary use is for educational activities. Other uses may include functions such as meetings, school reunions, outdoor wedding ceremonies and small receptions, bridal/baby showers, funeral lunches, family gatherings, etc.

### Education Room Capacity

Seating for 50+ people  
10 – 5’ round tables and seating  
3 - 72” presentation tables and seating

### Warming Kitchen

A 24 foot long lighted serving counter with two sinks, microwave and refrigerator

### Catering Suggestions

Lady Luck Casino  
Maggie’s Diner – Heidi (Kohls) Dickman - 563.880.4773  
Marquette Hotel – Julie- 563.873.9663

### Audio/Visual Equipment

1080 DLP projector  
106” Electric Screen  
Wireless microphone  
DVD Player  
WiFi

## Alcohol/Tobacco/Prohibited Activities Policy

The Wetland Centre is not a licensed establishment for consumption of alcoholic beverages. The possession, use and consumption of alcoholic beverages are strictly prohibited anywhere on the premises unless there is strict, continuous and full compliance with the following provisions:

- Alcoholic beverages may not be served unless special permission is obtained
- The possession, use and consumption of alcoholic beverages by anyone less than 21 years of age is strictly prohibited and renter shall not permit the possession, use or consumption to occur under any circumstances
- Events may be required to have security when alcohol is present
- If alcoholic beverages are present, the event must end and all persons must be off premises by 12:00 a.m.
- The facility is a smoke free environment
- Illegal substances or activities are prohibited
- No firearms or weapons
- No gambling allowed
- No animals or pets inside of building (except those permitted by law)
- Programs involving the sale, advertising, or promotion of products or services require prior approval
- Programs intended to recruit persons for later fee-based programs require prior approval
- Programs intended to promote or create business opportunities require prior approval
- Political groups require prior approval



Initials

## Damage Deposit & Clean Up Contract

Please review the following rules and terms of usage before signing.

- Doors of the Centre must remain closed at all times. Open windows for ventilation when not using air.
- Parking permitted only in the marked parking lot. There is room for 46 vehicles.
- No parking in grass areas or the patio area.
- No pets allowed. (except those permitted by law)
- Upon leaving the Centre, please check each item when completed.

\_\_\_\_\_ **Tables/chairs** -Wiped clean and returned to storage area

\_\_\_\_\_ **Serving area** -Wiped clean

\_\_\_\_\_ **Garbage and trash** -Inside and outside of the building, must be bagged and placed in the garbage container. You will find an ample supply of trash bags in the cabinets.

\_\_\_\_\_ **Floors** -Cleaned to pre-rental condition

\_\_\_\_\_ **Bathrooms** -Cleaned to pre-rental condition

\_\_\_\_\_ **AV Equipment** -Turned off, screen retracted and cabinet locked

\_\_\_\_\_ **Thermostat** -Set at 52 in the winter – 75 in the summer

\_\_\_\_\_ **All areas checked for damage** -If damage is discovered, please notify when key is returned.

\_\_\_\_\_ **Lights throughout the Centre** -Turned off (including outdoor patio area)

\_\_\_\_\_ **Doors locked** - Renters will be responsible for locking the building at the end of their rental time and will be liable if the building is left unattended.

\_\_\_\_\_ **Deposit Check** –Would you prefer to have your deposit check returned via mail or shredded by the City of Marquette?

Please return this form when you return the key(s). We thank you for your cooperation and appreciate any comments or suggestions you may have by noting below:

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_