

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-	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"/> \$200
Wedding/Reception	<input type="checkbox"/> \$300.00 (three day rental)			<input type="checkbox"/> \$200
All Other Users	<input type="checkbox"/> \$55.00	<input type="checkbox"/> \$80.00	<input type="checkbox"/> \$125.00	<input type="checkbox"/> \$200
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 contract, 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. Deposit must be cash or check. Rental fee may be paid with a card.
- 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. No glitter or confetti allowed in the building.
- 10) The cleaning checklist must be completed, signed and left with the keys in the box provided in the building.
- 11) All or a portion of the deposit shall be forfeited 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.

Office Use Only	Rental Fee Rec'd \$ _____	Deposit Rec'd \$ _____	Date _____
	Deposit Returned \$ _____	Deposit Kept \$ _____	Date _____
	Cancellation Date _____	Deposit picked up by _____	Date _____