

City of Norway

Pavilion Policies & Rental Agreement

Contact City Hall with questions: (319-227-7351)

Reservation Policies:

Only one (1) Reservation for the Pavilion will be allowed per Weekend, Holiday or Weekday; they will be made on a first-come-first-served basis.

Park Pavilion Reservations must be made at City Hall during normal business hours. A fee of \$100 is required at the time the reservation is made. City Residents may initiate a reservation by phone, but a signed copy of this Agreement, and the reservation fee, must be received by the city clerk within three (3) business days to secure the reservation. **(The city clerk will email you a copy of this Agreement or you can find it on the City's Web Site. Make checks payable to: City of Norway. Drop the Form and Fee off at City Hall or mail both to: PO Box 70, Norway, IA, 52318.)**

Rental Policies:

The City of Norway assumes NO liability for actions taken by individuals renting the pavilion or who may attend any private function at the pavilion or park.

When your event is finished, the individual who rented the pavilion will have until noon the next day to see that the facility is clean and returned to the condition they found it in. **(A broom, mop & bucket, and a toilet brush is provided for your convenience, but you will need to furnish your own hand towels & cleaning supplies.)** The Park Commissioner will determine if the Pavilion has been properly put back in order and will take a photograph of the cleaned pavilion; the Commissioner is authorized to approve a \$50 refund upon a satisfactory inspection of the pavilion.

- Keys to the pavilion can be picked up at City Hall and must be returned to City Hall.
- Park Hours are Dawn to 10 PM
- Remove all your trash bags from the property when your event is finished.
- Please remember to lock the pavilion.
- All open fires must be properly extinguished before leaving the park.
- Keep a copy of this agreement in your possession during rental period.

Pavilion Rental Agreement

*I have read the Pavilion **Reservation Policies** and **Rental Policies** above and agree to the terms stated therein. I agree to be responsible for any damage done to the building while it is being used by me or my party, and to the fullest extent of the law, I agree to defend, pay in behalf of and hold harmless the City of Norway, against any and all claims, demands suits, losses, including all cost connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of Norway, its elected and appointed officials, and employees, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the renting party and/or in any way connected or associated with this agreement.*

Name _____

Date Requested: _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____ - _____ Email _____