

Ringland-Smeltzer House Rental Agreement – 6/1/2012  
Ann Smeltzer Charitable Trust  
Contact Person: Bill Griffel

Renter:

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (work) \_\_\_\_\_ (home) \_\_\_\_\_

FAX Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Rental Date \_\_\_\_\_ Time \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Deposit Fee \_\_\_\_\_ Rental Fee \_\_\_\_\_

Piano Use (yes) \_\_\_\_\_ (no) \_\_\_\_\_ Tour (yes) \_\_\_\_\_ (no) \_\_\_\_\_

I received the above designated renter agreement and hereby state that I have read, understand, accept, and agree to abide by all rules and regulations as set forth in this rental agreement.

Renter

Signature \_\_\_\_\_

Date \_\_\_\_\_

Ann Smeltzer Charitable Trust Representative \_\_\_\_\_

Date \_\_\_\_\_

Send your deposit/rental fee to Bill Griffel:

1020 3<sup>rd</sup> Ave. S.  
Ft. Dodge, Ia. 50501

**Rental Information:**

The Ringland-Smeltzer home is owned by the Ann Smeltzer Charitable Trust and is made available to the public for their use in hosting parties, musical gatherings, meetings, etc. Rental of the facility includes use of the main floor living room, dining room, library, and kitchen (if food is being served). Upon request the piano may be used. Due to the age and the value of the piano, only accomplished pianists are allowed to play, at the discretion of the host and under their supervision. Please indicate your desire to use the piano at the time of rental. You will need to provide your own food, dishes and serving utensils. Tours are also available with scheduled events. Please indicate your desire for a tour when booking your event. No smoking is allowed in the house or on the grounds. The renter is responsible for damages incurred during the rental period. There is no parking in the alley. No pictures of house contents are allowed.

**Capacity:**

The fire marshal has determined a capacity limit of 100 persons in the house at any one time. Renters may book an event for more than 100 people (come and go types of parties), but must limit the number of persons in the house at one time to 100 or under. The capacity for a sit-down event is dependent on space limitations.

**Reservations:**

To schedule a facility preview and to reserve a date for renting the Ringland-Smeltzer home, please call Bill Griffel at 515-573-2229 or 515-570-8680. Address 1020 3rd Ave. So. Reservations must be made at least two weeks in advance. Rental fees must be received to guarantee the reservation.

**Cancellations:**

Call Bill Griffel at 515-573-2229 or 515-570-8680. A \$25.00 non-refundable cancellation charge will be assessed if a cancellation is made within 7 days of the scheduled event.

**Indemnification:**

Lessee shall hold the Lessor harmless and shall indemnify Lessor against any and all liability, loss, damages, charges, costs, penalties or expenses imposed for any violation of laws or ordinances on the Ringland-Smeltzer home premises during the rental period, whether occasioned by the conduct of Lessee or Lessee's guests. Lessee shall also hold the Lessor harmless and shall indemnify Lessor against any and all liability, loss, damages, charges, costs, penalties or expenses from any accident or other occurrence on or about said premises causing injury to any person or property, including, but not limited to, those accidents or other occurrences arising out of or related to the provision of alcoholic beverages to guests.

**Staffing:**

A host or hostess is scheduled for all events held at the Ringland-Smeltzer home. Their primary responsibility is for the protection of the home. He/She has the complete authority to make the final decision regarding use of the premises. Additional staff will be scheduled for parties over 50 people.

**His/Her duties include the following:**

- Contacting the renter prior to the rental date.
- Making suggestions for the general set-up and furniture arrangement.
- Acquainting the renter with the layout of the house.

**Renter Responsibilities:**

Please read and abide by the following general rules:

- Do not attach anything to the walls, woodwork or exterior of the house.
- Use care with the house furniture; please keep food and drinks off of the tables and completely away from the piano.
- Treat the host or hostess with respect; they are guides and assistants, not servants.
- Stairways are not for use, unless a tour is part of your rental
- **The kitchen is only for serving and preparing food, and is not a gathering place for guests of the house.**
- Clear and dispose of trash and wash dishes and/or accessories that have been brought into the house.
- No open candles may be used other than as part of centerpieces on the dining room table. Only hurricane candles are allowed in the rest of the house and must be pre-approved.
- Do not use metallic sprinkles or other difficult to remove decorating items.
- Do not move furniture or house contents
- Take all food and drinks with you when you are done.
- Enjoy your time at the Ringland-Smeltzer home.

**Rental Fees:**

**Parties and Receptions**

20-50 people - \$90.00

50-100 people - \$140.00

Tours are not included in rental fees. Tours can be arranged at a cost of \$6.00 per person during your event.

If different colored table cloths are requested than what is already at the house the cost will be passed on in the rental fee.

**Wedding Ceremonies and Receptions**

Wedding rates include the use of the grand staircase and one upstairs dressing room.

0-45 people - \$140.00

45-100 people - \$270.00

**Use of Grounds**

\$200.00

If alcohol is served the rental fee doubles for any events listed above.