

# MPR PARTY RENTAL

Rates apply to Friday after 5:00p and Saturday/Sunday hours.



**CEDAR VALLEY SPORTSPLEX**  
 300 Jefferson St. Waterloo, IA 50701  
 319.291.0165 www.CVSportsPlex.org

1. Complete this agreement and return with full rental fee. Reservation will not be completed until payment is received.
2. Must be at least 21 years of age to reserve the facility and must be present during the event. No minors may be left unattended.
3. Event set up 30 minutes prior to the event and must be cleaned up no later than 30 minutes after.
4. Cancellations must be done 30 days prior to the event for full refund to be issued. Within 30 days no refunds will be issued. Staff will make an attempt to reschedule event.
5. SportsPlex has the authority to refuse rental privileges and rescind any and all rental permits for cause.
6. You agree to indemnify, defend and hold harmless the City of Waterloo, Iowa, its employees, officials and agents, from and against any and all claims, demands, causes, losses, liabilities, costs, or damages whatsoever, including but not limited to reasonable attorney's fees and expenses, that arises from or in connection with your rental at the Cedar Valley SportsPlex and all related activities.
7. The Cedar Valley SportsPlex Regulations are by this reference incorporated as though fully set forth herein and your rental is subject to said regulations.
8. This agreement is legally binding on you, your personal representatives, and your heirs and assigns.

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Name: \_\_\_\_\_ Contact name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Multipurpose Room & Kitchen

\$265 for event 4 hours or less

\$415 for event 4-8 hours

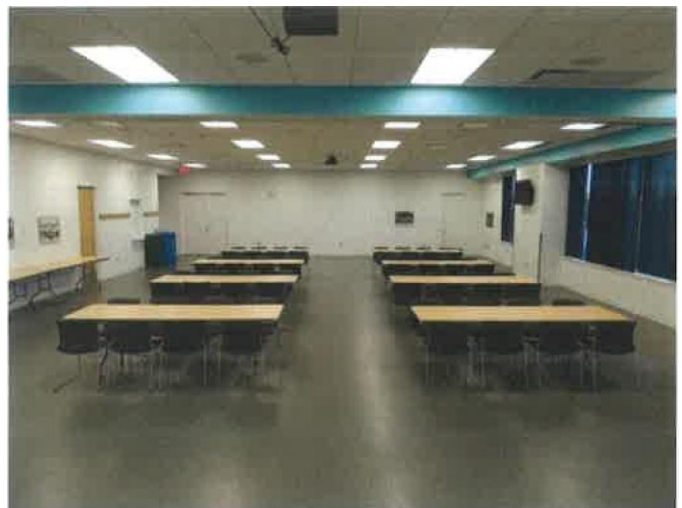
Tables/Chairs for 148 comfortably

- Rectangle tables 8'x2.6'
- Eight chairs per table

Roughly 70' x 40' w/ AV equipment

Kitchen has convection oven, griddle, fridge, freezer & ice machine

No kegs allowed



*I, the undersigned, being at least 21 years of age, am authorized to make this reservation request for the above-mentioned event.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

→ → → → **See next page for set-up options**

OFFICE USE ONLY	Scheduled	Paid	Copies sent	Refund

**Option A - Auditorium**



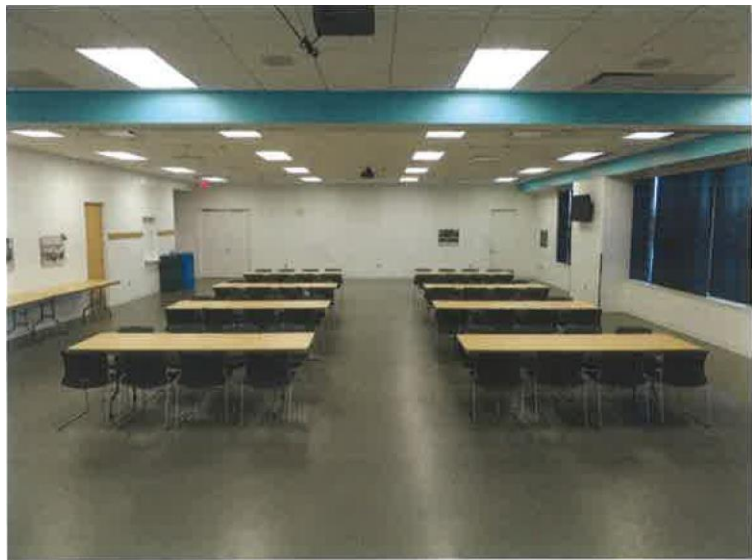
**Option B - Classroom**



**Option C - Discussion**



**Option D - Cafeteria**



**Set-Up Needs:**

Number of Chairs: \_\_\_\_\_

Number of Tables: \_\_\_\_\_

Head Table(s): \_\_\_\_\_

Food Table(s): \_\_\_\_\_

Podium: \_\_\_\_\_

Projector: \_\_\_\_\_

Audio: \_\_\_\_\_