

**BOAT HOUSE  
RESERVATION REQUEST & RESPONSIBILITY AGREEMENT**

1. Complete this agreement and return with your full rental fee.
2. Must be at least 21 years of age to reserve the facility and must be present during the event. No minors are to be left unattended.
3. Your rental fee plus the \$200 per day damage deposit is due by \_\_\_\_\_ to insure your rental date.
4. Make your check payable to Waterloo Leisure Services and mail to 1101 Campbell Avenue, Waterloo IA 50701.
5. Leisure Services 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 attorneys' fees and expenses, that arises from or in connection with your rental of the boat house and all related activities.
7. The Boat House Regulations, available from Waterloo Leisure Services, 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.
9. This agreement may not be modified except in a written instrument signed by both you and the City of Waterloo, Iowa.

**PRINT LEGIBLY**

Requested date: \_\_\_\_\_ Expected attendance: \_\_\_\_\_  
Start time: \_\_\_\_\_ End time: \_\_\_\_\_  
Type of event (wedding, reception, reunion, meeting, retreat, etc.) \_\_\_\_\_  
Name of group or organization: \_\_\_\_\_  
Name of person responsible for this event: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: day \_\_\_\_\_ evening \_\_\_\_\_ cell \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Will alcohol be served?      NO    YES    If by a liquor licensee, provide name and proof of insurance

Will you be using a caterer? NO    YES    If yes, provide name and proof of license and insurance

FEE: Rental fee            \$ \_\_\_\_\_  
      Damage deposit      \$ \_\_\_\_\_  
      TOTAL FEE            \$ \_\_\_\_\_

I, the undersigned, being at least 21 years of age, am authorized to make this reservation request for the above-mentioned group/organization. I agree to assume full responsibility for the acts, negligence or omissions of members of the above listed group or organization while using the boat house.

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

**FOR OFFICE USE ONLY:**

Confirm schedule [ ] _____	Rental fee received [ ] _____	Receipt issued [ ] _____
Caterer proof of license & ins [ ] _____	Liquor proof of ins [ ] _____	Copy to renter [ ] _____
		Refund issued [ ] _____

**RETURN THE COMPLETED FORM AND PAYMENT TO WATERLOO LEISURE SERVICES, 1101 CAMPBELL AVENUE, WATERLOO, IA 50701    ph: 319-291-4370    fax: 319-291-4297**