

# Dodge House Rental Guidelines & Contract

Approved groups may utilize the Dodge House Ballroom, Dining Room and/or Grounds subject to the following guidelines.

## Facility Fees<sup>1</sup>

- Outdoor Use – 2 Hours - **\$200.00** \*no entrance into the Dodge House
- Ballroom Daytime Meeting Use – 2 hours (9am-5pm) **\$250.00**
- Ballroom Evening Meeting Use – 2 hours (5-10pm) **\$400.00**
- Ballroom Daytime and Nighttime Event Use – 5 hours **\$600.00**
- An additional charge(s) of \$50 applies for each of the following:
  - Events on a Sunday or Monday.
  - A trained docent to provide tours and information about the house.
  - Events in December.
- First Floor Dining Room (limit 10 people, 6 minimum) **\$100 per person<sup>2</sup>**

**Cleaning Fee:** An additional cleaning fee will be charged in the amount of **\$150.00** for the use of the Ballroom. This fee may be adjusted according to the use of the Ballroom.

*Current members of the Dodge House receive a 20% discount on these rental prices. Metro-area non-profits may be able to receive a discount depending upon the nature of the event.*

**Deposit:** A deposit of \$100 is required to hold your reservation. It is non-refundable two weeks prior to your event.

## Rental of the Ballroom Includes:

A 2-5-hour block for set up and tear down.<sup>3</sup>

Tables and black plastic folding chairs are included in the set-up and takedown.<sup>4</sup> Dodge House staff will set up tables/chairs as agreed in advance.

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<sup>1</sup> Your 2 or 5 hour time period includes set up and tear down. If you need additional accommodation, please ask and we'll do our best.

<sup>2</sup> The Dining Room can be rented for up to ten people for dinner. Approved caterers will provide menus and rent linens, china, etc. For more information contact, Michelle Hrdlicka, Director of Operations.

<sup>3</sup> It may be possible for you to decorate the facility ahead of time, dependent on availability.

All items such as dishes, glasses, flatware, and linens must be rented through an outside source and arranged either through the caterer or by the renter. The Dodge House can provide:

- Tablecloths (Additional \$50)
- Dishware (Additional \$200)

All groups must be out of the house by 11:00 p.m. (Unless prior arrangements are made.) Any time over will be billed at \$100.00 for every 30 minutes.

A staff member will be on the premises at all times to answer questions and assist with guest safety and the security of the collection.

### **Facility Use Expectations & Information:**

The Historic General Dodge House is primarily a museum bearing National Historic Landmark status. The home and its contents are valuable and fragile. Guests should be mindful of staying within the public areas and must not touch or handle any of the artifacts. There is no admittance beyond the ropes in any room. Food and drink must remain in the third-floor Ballroom (excluding a Dining Room rental). The renter will be held accountable and responsible for any damage to the premises and/or contents.

- One public restroom is available on the second floor of the Dodge House.
- Capacity of the Ballroom is limited to 60 people seated and 80 people standing. For your safety, this is strictly enforced.
- You are welcome to take photographs. No flash photography (except by professional photographer). Please, no selfie sticks.
- No smoking or open flames of any kind, including candles, in-house or on the grounds.
- Alcoholic beverages are permitted within the following guidelines and with advance approval given by the Executive Director prior to the event:
  - Wine and beer in cans and bottles only
  - Presence of any “hard alcohol” requires pre-approval.
  - An Indemnification and Hold Harmless form must be signed.
- No rice, confetti, birdseed, glitter, etc. is to be thrown in the house or on the grounds.
- Bands, DJ’s, and dancing are allowed in the Ballroom. No jumping or stomping in the Ballroom is allowed, this is strictly enforced.

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<sup>4</sup> Other styles of tables/chairs may be rented at the renter’s expense. Any rented tables and/or chairs from an outside source must have rubber tips or plastic slides on the legs to prevent scratching the floors. (must be delivered to the Ballroom via the Fire escape.)

- No bands, dancing, or physical activity (such as jumping, running, etc) **in the basement, first or second floor.**
- No one is permitted to sit on the museum furniture with roped-off seats or cross any ropes. \_\_\_\_\_
- The renter is responsible for all individuals in attendance. The Dodge House places a priority on the safety of its guests and the protection of its collection, therefore security cameras are located throughout the museum and recording at all times. For the safety of The Dodge House, staff reserves the right to ask any unruly guests to vacate the premises at any time. In extreme circumstances, this could result in the immediate termination of your event with no refund. \_\_\_\_\_
- Catered food must be prepared by an approved caterer.<sup>5</sup> All food is to be brought in through the fire escape. Exceptions may be made through the Director. \_\_\_\_\_

### **Caterer information**

The following caterers are pre-approved for the Dodge House. We gladly welcome other caterers. Because of the character and fragility of our facility we require that a representative from a new caterer visit us prior to your event become familiar with our facilities.

### **Main Event Catering**

2202 River Road  
325-8900

### **Hy Vee Catering**

1745 Madison Ave  
322-9260

**[www.hy-vee.com](http://www.hy-vee.com)**

### **Contact Information**

The Historic General Dodge House  
621 Third Street  
Council Bluffs, IA 51503  
Ph.: 712-322-2406 Fax: 712-322-3504  
e-mail: [gmdodge@dodgehouse.org](mailto:gmdodge@dodgehouse.org)  
web site: [www.dodgehouse.org](http://www.dodgehouse.org)  
Executive Director: Thomas Emmett  
Operations Director: Michelle Hrdlicka

**Please make checks payable to:** Historic General Dodge House

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<sup>5</sup> Renters may bring their own food via the fire escape.

# RENTAL AGREEMENT

After reading the preceding **Rental Guidelines**, this **Rental Agreement** must be signed and returned with your deposit. The balance of the rental is due one week prior to the event.

The parties signing the agreement agree to be solely responsible for leaving the premises in the condition they were found, (i.e. cleaning, damage repair and disposal of trash). Any damages incurred will be billed to the renting group. Caterers are responsible for trash removal.

We, the undersigned, agree to all the stipulations contained in the Rental Regulations and Guidelines.

## RENTER INFORMATION

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Name

Phone

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Street Address

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Signature of Renter(s)

Date

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Date of Event

Caterer for Event

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Dodge House Staff Signature

Date

TYPE OF EVENT \_\_\_\_\_

(Example: wedding, anniversary party, office party, Christmas party, etc.)

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Primary Contact (name, phone, email)

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Secondary Contact (name, phone, email)

Time Event Begins: \_\_\_\_\_

Time Event Ends: \_\_\_\_\_

Set-Up Details: \_\_\_\_\_

# Alcohol Hold Harmless Agreement

1. The Historic General Dodge House, Inc. (hereinafter “House”), wants to extend every courtesy to those who rent our facility and their guests (hereinafter “Renters”). Therefore, the House permits Renters to bring alcoholic beverages into the House for consumption during contracted events.

## 2. Definitions.

1. The term “House” means the Historic General Dodge House, Inc. including its buildings, grounds, employees, volunteers, and agents.
2. The term “Renters” means any a group, organization, family, or individual, its officers, employees, its successors and assigns, and all guests of the group, organization, family, or individual at the registered event.
3. The term “alcoholic beverages” covers any beverage containing more than one-half of one percent alcohol by volume, including beer, wine, liquor, malt beverages, etc. These beverages will be provided to guests and participants at no charge.

3. Renters understand that the use of alcohol will expose the participants to certain risks and hazards, including possible personal injury and loss, and property loss.

## 4. The participant agrees to:

1. Follow common laws and to take all precautions to assure the safe consumption of the alcoholic beverages, including refraining from serving minors under the age of 21.
2. Voluntarily, willingly, and knowingly ASSUME FULL RESPONSIBILITY FOR ANY AND ALL RISKS, known and unknown, in any way associated with the use of the attraction, including any loss, property damage or personal injury, including death, that may be sustained by any Renters, or any loss or damage of property owned by any Renters, as a result of consuming the alcoholic beverages at the registered event, whether caused by the negligence of the House or otherwise.
3. RELEASE, INDEMNIFY, AND HOLD HARMLESS the House from and against any claims, demands, actions, liens, liabilities, judgments, and attorney’s fees, arising out of or claimed on account of the Renters’ use of any alcoholic beverages.
4. This Release, Indemnification, Hold Harmless Agreement and Agreement Not to Sue shall be interpreted according to federal law. It is to be construed as broadly and inclusively as is permitted by relevant federal law. If any portion of this document is held invalid, the balance shall continue in full force and effect.

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Signature of Renter(s) Date

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Who is supplying the alcohol?

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Dodge House Staff Signature Date

Beer & Wine Only: \_\_\_\_\_

Additional Pre-Approved Alcoholic Beverages: \_\_\_\_\_

Other notes: \_\_\_\_\_