



3900 Stadium Drive
Sioux City, IA 51106
office@siouxlandhba.com
712-255-3852

Office Use:

Invoice # _____

☐ Deposit Paid

☐ Balance Paid

Date of Rental: _____
MM/DD/YY

Time of Event: _____
Example: 10 AM - 2 PM

Event Type: Child Birthday Adult Birthday **Total Fee:** _____
Graduation Reception Business Training *Number of hours x rental rate*
Baby Shower Other: _____ *Deposit = ½ Total Fee*

☐ **Basement**

Max Capacity: 75

☐ Members: \$50/hr

☐ Non-Members: \$75/hr
\$100 Minimum

☐ **Board Room**

Max Capacity: 40

☐ Members: \$40/hr

☐ Non-Members: \$65/hr
Handicap Accessible

☐ **Conference Room**

Max Capacity: 15

☐ Members: \$20/hr

☐ Non-Members: \$30/hr
Handicap Accessible

Note: The parking lot has about 30 spaces

Renter Name: _____

Renter Phone: (_____) _____

Renter Email: _____

Member Company: _____

Renter Signature: _____

By signing, you agree to all rental terms. (Page 2)



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After Hours: 712-490-7056

Rental Agreement Terms

1. Payment Schedule:

- A deposit, equal to half of the total rental fee, is due at the time of booking.
- The remaining balance is due one week prior to the event.

2. Cancellation Policy:

- Cancellations must be made at least one week in advance.
- Cancellations with less than one week's notice will result in the loss of the deposit.

3. Catering:

- Renters may hire any reputable caterer or provide their own food.
- *Please note: Any food or drinks found in the refrigerators on the premises are not available for renter or guest consumption*

4. Liability:

- The Home Builders Association of Greater Siouxland is not responsible for lost items or the actions of the Renter's guests.

5. Rental Coverage:

- The rental includes the use of the specified room only.

6. Set Up & Cleanup Responsibilities:

- The Renter must remove all decorations.
- The Renter must take all trash to the dumpster located in the parking lot.
- The Renter must wipe down all counters.
- The Renter must vacuum the floors.
- Any damages or incomplete cleaning may result in additional charges.