



3900 Stadium Drive
Sioux City, IA 51106
office@siouxlandhba.com
712-255-3852
After Hours 712-490-7056

Date of Rental: _____
Time of Event: _____
Event Type: _____

Room:

☐ Basement

☐ Board Room

☐ Conference Room

Max Capacity: 75

Max Capacity: 40

Max Capacity: 15

Members: \$50/hr

Members: \$40/hr

Members: \$20/hr

Non-Members: \$75/hr

Non-Members: \$65/hr

Non-Members: \$30/hr

\$100 Minimum

Note: Our Parking Lot has about 30 Spaces

Member Company: _____

Total Rental Fee: \$ _____

Renter Name: _____

Renter Phone: _____

Renter Signature: _____

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.

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.

6. Set Up and 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 clean up any spills.
- The Renter must vacuum the floors.
- Any damages or incomplete cleaning may result in additional charges.

Office Use: Invoice # _____

☐ Deposit Paid _____

☐ Balance Paid _____