



## SWANSON HOUSE – GENERAL STORE

Swanson Memorial Park – 8614 Swanson Blvd

[clivehistoricalsociety.org](http://clivehistoricalsociety.org)

### Reservation Rules and Form

The on-site structures are managed by the Clive Historical Society in conjunction with the City of Clive Parks and Recreation Department. Our mission is to maintain the integrity of Clive's history and to provide educational opportunities for the general public and local schools through on-site tours, programs, and special events. In addition, we hope to reach a larger national audience via the Society's web site.

Due to the nature of the structures as part of a museum within the park – rental is at the option of the Board of Directors and application must be made to CLIVE HISTORICAL SOCIETY. Approval of all applications is at the sole discretion of the CLIVE HISTORICAL SOCIETY.

**Swanson House-General Store is available to the General Public  
for Small Private Parties and or Open House Festivities.**

**\$100 Fee / \$150 Damage Deposit – 8:00 a.m. to 3:00 p.m.**

**\$100 Fee / \$150 Damage Deposit – 5:00 p.m. to 10:30 p.m.**

**\$175 Fee / \$150 Damage Deposit -- all day rental -- 8:00 a.m. to 10:30 p.m.**

**The renter shall be responsible for any and all damage to the facility occurring during the term of rental. Additional deposit may be required depending on the nature of the proposed activity.**

Refunds may be issued for reservations only when cancellations are made 5 days prior to the date of reservation. Deposit to be returned by mail after inspection by the Board of Directors.

For security purposes a Board of Directors member must open and lock the facility and we reserve the right to be on the premises during the function for interpretation and general security. This is a Museum not a Community Room.

The General Store will accommodate about 15 – 25 people when chairs are used. It is best used for Open House type functions if larger groups are expected.

**Swanson Memorial Park is part of the City of Clive's Park System and all rules for city parks apply.**

In consideration of the Clive Historical Society (in partnership with the City of Clive for the park) entering into this rental contract for the use of the facility, the renter agrees to meet the following requirements:

- All tables, chairs and counters used must be cleaned.
- All trash must be taken from the premises by the renter and properly disposed of.
- All table and chairs shall be returned to the closet or where originally located.
- The rooms should be swept.
- No tape or other adhesive will be applied to walls, doors or ceiling.
- Excessively amplified and /or loud music will NOT be allowed. Complaints will result in the renter's immediate removal from the facility. A REFUND WILL NOT BE ISSUED.

**\*\*The renter shall indemnify and hold harmless the Clive Historical Society and the City of Clive, their officers, agents, members employees and volunteers from and against any and all loss, liability or damage arising out of renter's use of the facility, including all costs, expenses and attorney fees incurred in defending any claims arising out of the use thereof, except to the extent that the injuries or damages resulting in such losses or liabilities arise by reason of the gross negligence of the Clive Historical Society, their successors or assignees.**

The renter takes the facility as the renter finds it and voluntarily assumes all risk of loss, damage, or injury, including death, that may be sustained by renter or any property of any of the undersigned while in, on or upon said facility.

The renter shall fully comply with all applicable federal, state laws, city ordinances and rules applicable to the use of the facility.

The renter understands and acknowledges that the facility has an alarmed security system. If the alarms are set off and the Police Department responds, \$25.00 for each occurrence may be deducted from the renter's deposit. (Deposits would then take up to 30 days to be returned.)

The Historical Society and the City of Clive prohibits smoking in this facility.

CLIVE HISTORICAL SOCIETY members may rent the facility without the written check the for damage deposit, but are responsible for damages as stated above.

There is no charge for Clive City Organizations such as the Good Idea Club, Clive Lions, Clive Jaycees, Clive Chamber, Police and Fire Benevolent Associations, etc., but they are responsible for damages.

It is unlawful to dispense or consume all alcoholic liquor, except beer, wine and wine coolers, within or about any rental facilities under the authority of the Clive Parks and Recreation Department. NO KEG BEER is allowed per City of Clive Ordinance 47.18. Items will be confiscated. A REFUND WILL NOT BE ISSUED.

NOTE: There is limited parking on the site. Renters shall not infringe upon the parking spaces of the neighboring businesses during their hours of operation. This facility is NOT wheel chair accessible. There are no ramps. The rest room is in the back of the General Store.

Thank you,  
CLIVE HISTORICAL SOCIETY, Board of Directors.

\*\*\*\*\*RESERVATION FORM\*\*\*\*\*

Please fill out and return to Linda Shanks, Treasurer. Clive Historical Society, 1680 NW 81<sup>st</sup> Street, Clive, Iowa 50325.  
Phone 223-5003. Makes checks out to Clive Historical Society.

**This Reservation is not confirmed until an authorized representative of the CLIVE HISTORICAL SOCIETY signs this rental agreement and all required deposits have been received.**

Date of reservation \_\_\_\_\_ Start \_\_\_\_\_ End \_\_\_\_\_

Facility -- Swanson House located in Swanson Memorial Park, Clive, Iowa

Total Fees: Rental \_\_\_\_\_ Ch. # \_\_\_\_\_ Deposit Fee \_\_\_\_\_ Ch. # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Name of Group or Event \_\_\_\_\_

Number of people expected \_\_\_\_\_ Nature of the event? \_\_\_\_\_

Will alcohol be served (beer, wine, and wine coolers?) Yes / No. NO KEGS!!! If yes, the renter is responsible for the amounts served and actions of the guests and shall indemnify and hold harmless the CLIVE HISTORICAL SOCIETY and the City of Clive ... as stated in the \*\* paragraph above. Any and all damages will be assumed by the renter if an alcohol related incident should occur.

The undersigned hereby agrees to all the above and makes payment of the required pre-pay rental fee and damage deposit.

\_\_\_\_\_  
Signed: \_\_\_\_\_ Date \_\_\_\_\_

Are you a member of the Clive Historical Society? Yes – No  
If yes, the Damage Deposit is waived but the member/renter is responsible for damages as indicated above.

\_\_\_\_\_  
Authorized signature: Clive Historical Society \_\_\_\_\_ Date \_\_\_\_\_

**Clive Historical Society, Management for Swanson House/General Store within Swanson Memorial Park, Clive, Iowa  
City of Clive and the City of Clive Parks & Recreation Department**