

# **Hickory Hills Barn & Shelter Contract**

Hickory Hills Park  
23752 Highway 69  
New Virginia, IA 50210  
(515) 961-6169

**Revised January 2024**

# Introduction

The Warren County Conservation Board (WCCB) has built facilities to serve as an environmental education and rental facility for citizens of Warren County, Iowa, and its friends and neighbors. WCCB is pleased to make the barn and shelter at Hickory Hills Park available for private use when it is not being used for recreational and educational mandates.

## Hickory Hills Barn & Shelter

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Included with your rental:

- Barn with electricity.
- Open air shelter with electricity.
- Numerous picnic tables.
- Modern restrooms.
- Spacious grounds surrounding the facility.

## Rates: **ALL PAYMENTS ARE NON-REFUNDABLE**

- Fee: per calendar day.
- Facility Access:
  - Monday through Sunday 8am to 11pm.
  - Utility Box requires a \$50.00 deposit for utility key.

Hickory Hill Barn & Shelter  
(April 15th - November 1st)

	Mon. - Sun.	Damage/Key
	6:30am - 10pm	Deposit
Barn & Shelter	\$100	\$200
Utility Box Key		\$50

- **All payments are non-refundable. Make checks payable to WCCB, 15565 118<sup>th</sup> Ave., Indianola, IA 50125.**
- The signed contract and rental fee are due within fourteen (14) days of renter's acceptance of the rental contract.
- Key access to utility box requires a \$50.00 deposit. Deposit will be returned after utility key is returned.
- Renter is responsible for picking up key prior to rental. Staff will not be on site during your rental.
- Friends of Warren County Conservation at the \$50.00 benefactor level will receive a \$100.00 discount on one rental facility per calendar year. (Must be a FWCC member before rental deposit is made.
- The \$200 damage deposit is due ninety days (90) prior to the rental or at the time of booking, whichever is nearer to the date of rental.
- Renters may submit all payments early.
- A rental not confirmed by timely payment will be removed from calendar.

## Conditions of use

- Rentals are only for the day(s) specified on the contract signature page.
- You may not set up or tear down the day before or the day after your event.
- You may not store items at the barn or shelter the day before or the day after your event.
- Clean up must be done the same day of your rental.
- Renter is responsible for garbage removal.
- Rental privileges can be revoked.
- Smoking is prohibited on any portion of WCCB grounds.
- Under no circumstances will any staples, nails, tape, pins or other defacing devices be placed on the walls (interior or exterior), doors, trim, woodwork, patio, or any other part of the barn or shelter. **All such penetrations will result in forfeiting of the damage deposit.**
- No fake flower petals, confetti, fog or bubble machines, rice, bird seed, or other small artificial decorations can be used.
- No open flames.
- No motor vehicles may be operated off the established roadways.
- Renter is responsible for picking up the utility key prior to the event.
- Renter will provide liability and liquor liability insurance.
- The renter shall assume responsibility for all damage to the facility, the park, and for any injuries to any person. This indemnity requirement is not intended to waive Warren County's immunities afforded by law.

## Damage Deposit

A minimum damage deposit of \$200.00 will be deposited with the Warren County Conservation Board as security against any damage caused during rental. Higher damage deposits may be required at the discretion of the WCCB. The amount of the damage deposit in no way limits the monetary amount of damages that the renter may be responsible for. This will be determined by the actual cost of cleanup and/or repair of damage in materials and time (time will be charged in one-hour increments at \$100/hour). Damage or loss of the electrical key will be included in any damage assessed to the renter. Deposit checks are shredded after satisfactory cleanup is completed. **For return of damage deposit checks, renter must supply a stamped, self-addressed envelope.**

## Liability and Liquor Liability Insurance

The renter will be required to provide liability and liquor liability insurance with limits no less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate. This policy will need to name Warren County as an additional insured and a copy of the policy will need to be provided to the County for review by the County's attorney and insurance agent prior to rental. Proof of insurance is due within ninety-days (90 days) of reservation or at the time of the booking, whichever is nearer to the date of the rental.

## Cancellation Policy

All reservations are non-refundable. If WCCB is contacted by phone concerning a cancellation at least 14 days in advance of your reservation, you will receive credit to use towards another available date within two years of your original reservation date. This is non-transferrable. If notification of a cancellation is received less than 14 days prior to reservation, no credit will be issued. The rental fee will be refunded in full in the event of a natural disaster beyond our control.

## Directional Signs

Small directional signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees or park signs. Signs are to be removed immediately following the event. Failure to do so may result in all or part of the damage deposit being forfeited.

## Camping

- Camping in designated campgrounds.
- \$5.00 per night cash only.

## Alcohol Policy – Iowa Code 123.47

Alcohol is allowed at rentals of the Hickory Hills barn and shelter under the following conditions:

- Beer, wine, and champagne only.
  - No glass bottles.
- Kegs and hard liquor are not permitted in any WCCB facilities.
- The renter is responsible to ensure that all persons consuming alcohol at the event are of legal age.
- The renter **MUST** declare prior to the rental if alcohol will be present at the rental.
  - Failure to notify the WCCB of the presence of alcohol prior to the rental will result in the forfeiture of the damage deposit.
- All laws of the State of Iowa regarding consumption of alcohol will be strictly observed. Violation of the state code regarding alcohol consumption will result in expulsion from the area, revocation of rental privileges, and forfeiture of deposit. Ensure compliance with Sec. 123.47 respecting possession of alcohol by minors and agree to abide by all rules and regulations of the WCCB and the State of Iowa.

## Park Hours

- Hickory Hills Park is open 6:30a.m. to 10:00p.m.

## Clean up

- Renters are required to clean the facility and grounds and return them to the condition you received them.
- Plan to have your facility cleaned and people departed prior to your scheduled check out time.
- The renter is responsible for trash removal as there are no dumpsters on location.
  - Failure to remove all trash will result in a forfeit of deposit.
- The renter is responsible for the cost of removal of scratches in woodwork, marks on walls, etc., left during their rental.
- WCCB will not provide staff for cleanup.
- If clean up by staff is required, it will be charged against, but not limited by, the damage deposit at a rate of \$100 per hour with a minimum charge of two hours and all charges levied in whole hour increments.

## Camping

Camping is allowed only in designated areas.

- No camping on or near grass surrounding the barn or shelter.
- Campers must register and pay on site.
- All camping is first come first served.

## Electricity and Electrical Box Key

The barn and shelter are both equipped with electricity.

- WCCB does not provide light bulbs for the barn or shelter. There may not be light bulbs in the facility when you arrive.
- Multiple electrical devices on a single circuit may trip a breaker.
- If you want access to the electrical box, a \$50.00 deposit is required. The renter must call the WCCB office at 515-961-6169 to arrange for a key pick up from the Annett Nature Center.

## **Firepit**

Renters may use the firepit located in designated areas.

- Renter(s) will need to provide their own firewood.
- Any wood brought by renters must comply with Iowa's emerald ash borer quarantine regulations.
- Renter must make sure fires are extinguished before leaving the facility.

## **Modern Restrooms**

Modern restrooms are open April 15<sup>th</sup> to November 1<sup>st</sup> and are located within walking distance of the barn and shelter.

## **Music or other noise**

Music is permitted if it doesn't disturb actual or potential park visitors and all music must be done by 10pm.

## **Nails**

Nails are prohibited on any WCCB property.

- Items attached to a tree, shelter, or barn may not penetrate the wood.
- The renter is responsible for the removal of any fasteners used.
- If clean up by staff is required, it will be charged against, but not limited by, the damage deposit at a rate of \$100 per hour with a minimum charge of two hours and all charges levied in whole hour increments.

## **Parking**

Parking is only allowed in designated areas. The renter is responsible for ensuring that their guests do not park on the grass. Vehicles parked out of the established parking areas are subject to towing without notice.