

LEASE AGREEMENT

This Lease Agreement is made this _____ day of _____, 20____ by and between Dubuque County (Landlord) and _____(Tenant). Each landlord and tenant may be referred to individually as a party and collectively as the parties.

1. **Premises.** The premises lease is the Historic Old Jail main conference room located at 36 East 8th Street, Dubuque, Iowa 52001.
2. **Agreement to Lease.** Landlord agrees to lease to tenant and tenant agrees to lease from landlord according to the terms and conditions set forth herein, the Premises.
3. **Term.** This agreement will be for a term as specified in Paragraph 7, below.
4. **Rent.** The tenant will pay the landlord \$70.00 for up to four hours use of the room in question. The tenant will pay the landlord \$90.00 for between four and eight hours of use. If the tenant desires to rent the property for more than eight hours, a specific amount will be decided and agreed to prior to rental. The amount agreed to in this case would be \$_____. In addition, the tenant understands that they may pay an additional fee of \$50.00 for full kitchen use as well. Said kitchen use is optional.
5. **Reservations.** Reservations must be received by Dubuque County Facilities Maintenance Department no later than three weeks before the use date to verify availability. All requests are on a “first come, first served” basis.
6. **Property Damage.** Tenant will be responsible for the actual cost to repair or replace any property damage which occurs as a result of the tenant’s lease.
7. **Please fill out the following information:**
 - Date of lease: _____
 - Start time: _____ Finish time: _____
 - Expected number of people who will be attending: _____
 - Kitchen use: ____ yes ____ no
 - Type of seating needed:
 - ____ Theatre
 - ____ Classroom setting
 - ____ U-shape
 - ____ Conference
 - ____ Banquet

The following information is provided by the Tenant:

- Point of contract name: _____
- Point of contact phone number: _____
- Email Address: _____
- Organization/Company Name and Address:

- Description of Conference/Event:

Signed this _____ day of _____, 20_____.

Tenant/Leasee

Landlord/Leasor

Please send this Lease Agreement to: CH.Maintenance@dubuquecounty.us



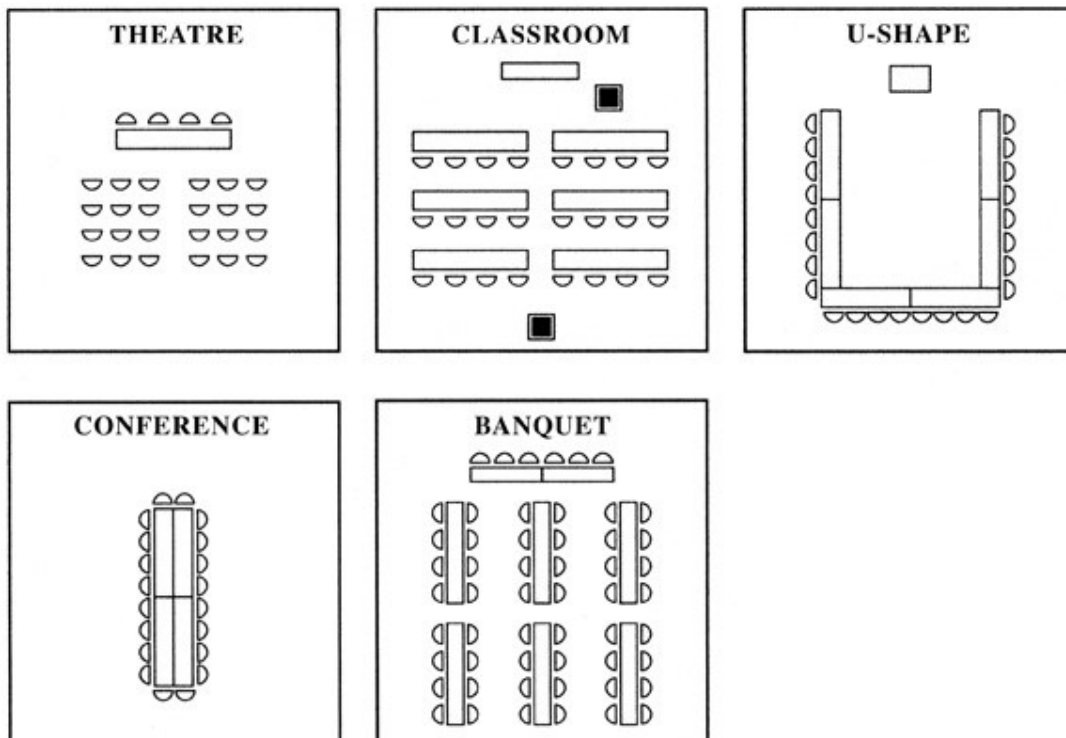
Rental of Historic Old Jail Main Conference Room 36 8th Street, Dubuque, Iowa 52001

Fees

- \$70.00 up to 4 hours,
- \$90.00 for 4 to 8 hours
- Over 8 hours will be mutually agreement upon by both parties
- \$50.00 for full kitchen use, optional

Fees include the use of the room, seating, tables, kitchen, media equipment, and cleaning. All fees must accompany the signed lease agreement.

Room Set-up Options



Occupancy varies depending on the room configuration but ranges from 54 to 116 persons.

Reservations must be received by the Dubuque County Facilities Maintenance Department, CH.Maintenance@dubuquecounty.us no later than 3 weeks before use date to verify availability. All requests are on a “first come, first served” basis. You will receive a response within two business days.