

Town Hall Rental Policy

113 N 1st Street
West Branch, IA 52358
(Office) 319.643.5888

Please contact Parks and Recreation Director Melissa Russell at 319.643.5888 or melissa@westbranchiowa.org for questions or concerns.

City of West Branch reserves the right to schedule activities and events at facilities on an "as available" basis. The City of West Branch reserves the right to cancel any scheduled activity due to conditions or circumstances that are determined to be detrimental, unsafe or in conflict with City Ordinances and policies.

Facility Description

West Branch Town Hall is a 1,000 square foot facility conveniently located at the corner of Main Street and N 1st Street. There is a complete kitchen, including stove, refrigerator, coffee maker, and microwave. Provided in the rental is use of 8 8-foot banquet tables, 8 round tables, and chairs. There is a single restroom with a changing table. There is an outdoor handicap lift that is key operated. Wifi is throughout the building.

Decorations

Decorations may be placed throughout the facility but must leave no marks or residue when removed. Absolutely no nails, staples, tacks or tape/adhesive that causes damage or leaves residue may be used to hang decorations. All decoration and materials used to hang decorations must be removed from the interior and exterior of the facility at the conclusion of each rental. Candles other than fully-contained tea lights or votives are not permitted.

Alcohol/Smoking

Town Hall and is a smoke-free facility. Alcohol in the form of beer, wine, hard seltzer, and hard cider is allowed at the facility if it is given away to those over 21 years of age. An alcohol fee of \$25 is added to the payment. A refundable deposit of \$100 is also required.

For-Profit Facility Use

Groups or individuals using the Town hall facility to generate revenue will pay a higher rate. People reserving the facility to conduct fundraising activities for a non-profit organization or political candidate will pay two times the standard non profit rate.. Businesses, for-profit organizations, or individuals conducting for-profit activities will pay two times the established rental rate. The fee may be waived or reduced by Authorized City Staff if all net proceeds are donated to a non-profit organization or an established West Branch Event or Fund such as: organizations affiliated with the West Branch Community School District, Girl Scouts, Boy Scouts, Masonic Lodge, Lions Club, American Legion, Community Development Group, Farmer Market, Hoover Foundation..... All other fee reductions or waivers must be approved by the West Branch City Council.

Youth Non-Profit Facility Use

Town Hall may be used by youth non-profit organizations (youth non-profit as defined by City policies). Each group may have no more than two free reservations per month. Additional rentals may be made by the group at the non-profit rate. A \$25 deposit is required and will be refunded at the end of the fiscal year.

Standard Rate Use

Town Hall can be used for a variety of other private events such as weddings, graduations, family gatherings and birthday parties. Private events will be charged the standard rate. The West Branch rate is for persons and businesses that reside inside the West Branch City limits or serve specifically West Branch residents such as, but not limited to, art, music, dance or martial arts instruction.

Other Rental Guidelines

- Renters must be at least 21 years old.
- Rental times must include set up and clean up.
- Tables and chairs can not be removed from the facility.
- Renter MUST clean up after their rental. This includes wiping down tables, counters, sweeping the floor, mopping up spills, placing the trash in the dumpster behind the building, removing all items including items in the refrigerator, stacking tables and chairs.
- Turn off all lights and make sure ALL doors are locked and secured.
- Town Hall Key must be returned to the City Office at 110 North Poplar, West Branch, IA immediately. It can be dropped off in the City drop box.
- If any of the conditions listed are not met, additional charges may occur.
- Fees must be paid prior to rental. Payments can be made online or in-person West Branch City Office.
- Reservations not cancelled at least 48 hours prior to the reservation are subject to the full rental price or charged as one of the “free” reservations.
- Online reservations are strongly encouraged. Reservations can be made at <https://westbranchiowa.org/city-of-west-branch/departments-2/parks-recreation/>.

Town Hall Rental Rates

Rentals Weekdays and Monday-Thursday, Weekends are Friday-Sunday.	West Branch Resident/Business	Non-Resident/Other Business
West Branch non-profit 2-hour weekday rental	\$ 5.00	\$ 10.00
West Branch non-profit weekday additional hour	\$ 2.50	\$ 5.00
Standard weekday 2-hour rental rate	\$ 20.00	\$ 30.00
Standard additional hour rate	\$ 10.00	\$ 15.00
Standard entire weekday entire day rate (7am-10pm)	\$ 65.00	\$ 90.00
Standard weekend 6 hour block rate(8am-2pm and 4pm-10pm)	\$ 60.00	\$ 80.00
Standard weekend rate- entire day(7am-10pm)	\$100.00	\$ 150.00
Additional fee for alcohol	\$ 25.00	\$ 25.00
Refundable alcohol deposit	\$100.00	\$ 100.00
Refundable key deposit	\$10.00	\$ 20.00