

# Dickinson County Conservation Board Reservation Form

## Personal Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Event Information

Date of event: \_\_\_\_\_

What type of event? (i.e. graduation reception, education class, family reunion, club meeting, wedding, etc.)  
\_\_\_\_\_

Approximately how many people will attend (see capacity limits)? \_\_\_\_\_

Beer and wine are permitted with prior approval. Alcoholic liquor is prohibited. Do you plan on serving beer and/or wine? \_\_\_\_\_

Do you want to use Horseshoe Bend Park (north or south shelter)? Please refer to "Fee Schedule" in Dickinson County Reservation Policies.

Horseshoe Bend North Shelter \_\_\_\_\_ Horseshoe Bend South Shelter \_\_\_\_\_

Horseshoe Bend Private Tube Party (South Shelter) \_\_\_\_\_

**I have received and understand the Dickinson County Conservation Board Reservation Policies:**

Printed name of responsible party \_\_\_\_\_

Signature of responsible party: \_\_\_\_\_ Date: \_\_\_\_\_

### **Office Use Only:**

Date received request: \_\_\_\_\_ Beer/Wine approval \_\_\_\_\_

Building use Fee: \$ \_\_\_\_\_ Deposit fee: \$ \_\_\_\_\_

Date replied: \_\_\_\_\_ Date/payments received: \_\_\_\_\_

## **Dickinson County Conservation Board Reservation Policies**

## Fee Schedule

<b>Facility</b>	<b>Capacity</b>	<b>Full Day</b>	<b>Refundable Damage Deposit (separate check)</b>
Horseshoe Bend North Shelter (no air conditioning or heat)	100	\$25	+ \$100
Horseshoe Bend South Shelter (includes deck, but doesn't have air conditioning)	100	\$60	+ \$100
Horseshoe Bend Private Tubing Party (South Shelter-when facility is not open to the public)	90 *only have 90 tubes	\$125 for the first 2 hours + \$3 per person for hill usage. \$60/hr for any additional hours.	

**Damage Deposit:** There is a refundable \$100 damage deposit, although this is not a limit of liability. Damage to exhibits, missing, or broken items will be assessed on the replacement cost. See also set-up and clean-up below. Afterward, we will inspect the facility and the damage deposit fee will be returned to you at the address listed on the form. The DCCB may take any legal action if necessary to recover additional damage costs.

**Payment for Rentals:** Please mail in both payments with your completed reservation form. We will then send a confirmation which will include more information concerning building access, chairs and tables, or other information, if we are able to reserve the date/times for your event. Call Horseshoe Bend for more information concerning payments.

- Please submit two separate checks, one for the \$100 damage deposit and one for the rental fee (see fee schedule above). Make checks payable to DCCB and mail payment to Dickinson County Conservation Board, 1924 240<sup>th</sup> St., Milford, IA 51351.
- Private Tube Parties: Payment is required when you arrive for your event. No credit or debit card payments are accepted --- only cash or checks.

**Cancellations.** Cancellations must be made at least 24 hours prior to your event. Call 712-338-4786 for cancellations. Another option, should you decide to cancel, and if the facility is available, is to immediately select an alternate date.

**Hours:** Horseshoe Bend Park – is open to the public daily from 8 a.m. – 10:30 p.m.

**Holidays:** We are closed for all county holidays; therefore the facilities won't be available during these times.

**Alcohol:** Beer and wine may be permitted with prior permission. The use of any alcoholic liquor is prohibited in all buildings and surrounding areas. Must be at least 21 years old to consume.

**Smoking:** As a public facility, and in compliance with the Iowa Smokefree Air Act, all buildings and entrances will be a smoke-free zone.

**Clean-up and set-up:** These are your responsibility. All locations should be left in the same condition you found them. In the event the Horseshoe Bend shelters and grounds are not cleaned immediately after your event, there will be an additional charge for custodial services at a rate of \$30 per hour. All food and extra materials (decorations, vases, plates, etc.) must be taken with you immediately following your event, or DCCB will dispose of these items. Please sweep floors and place all garbage in dumpsters located in the parks

**Indemnity Clause:** The reserving party hereby voluntarily assumes any and all risks, including injury to their person and their group/guests now or in the future which may be caused as a result of the use of the Horseshoe Bend.

**Please send completed and signed reservation form along with both payments to:**

**Dickinson County Conservation Board  
1924 240<sup>th</sup> street  
Milford, IA 51351**

**For questions, contact Horseshoe Bend at [bcuperus@co.dickinson.ia.us](mailto:bcuperus@co.dickinson.ia.us) or call 712-338-4786.**

