

Interior Photos



Closing Duties

Please check off when complete. (All items must be completed before you leave).

- Floors and kitchen area should be swept and large debris removed. Please leave this area in the same condition as you found it.
- Remove all decorations, including tape or other adhesives from tables, chairs, windows, etc.
- Please dispose of all trash. A trash container is located outside behind the lodge. Key for the lock on the dumpster is located in the kitchen draw next to the stove
- All tables, chairs and other furniture must be returned to original locations.
- Additional furniture/equipment brought into the building must be removed from the premises by the end of your scheduled event.
- Turn out lights in the main lodge area and both restrooms before leaving the building. (Three switches each in the restrooms.)
- Please close and lock all doors. (Push the small button located above the actual door mechanism on the inside edge of the front door.) Place the key in key box on site..

Failure to complete any of the above closing duties could result in forfeiture of part or all of your deposit.



DAVENPORT PARKS
AND RECREATION

Davenport Parks and Recreation
700 W River Drive
Davenport IA 52802
Phone: 563-328-7275
Fax: 563-888-2020

www.cityofdavenportiowa.com/parks

DUCK CREEK LODGE

A Premier Facility

**3300 East Locust Street
Davenport, IA**

Rental Brochure



DUCK CREEK LODGE

Facilities

Duck Creek Lodge is a 40' x 60' indoor facility. It is heated, air-conditioned, and has kitchen facilities, including a sink, refrigerator, microwave and stove. Food and beverages may be catered. Seating capacity is approximately 125. Chairs are all stackable type. Chairs and table sizes include:

7 – 30" x 36"

12 – 60" round

6 – 30" x 96"

125 folding chairs

Lodge hours are from 10:00 am to 11:59 pm



(midnight), Monday through Sunday. Rentals on New Year's Eve, New Year's Day, Easter, Thanksgiving, Christmas Eve, or Christmas Day

are possible, but should be requested well in advance in order to make arrangements for holiday staffing. Holiday rentals will not be confirmed until approved, usually within 72 hours.

Day of Rental

A Lodge attendant will meet you 15 minutes before your scheduled time to let you in the building and answer any questions you may have about the facility. If you need a key to leave the building and return later, you will receive a key from the attendant at that time.

Rates

Weekend rental rates:

Minimum 8 hours - \$300, (\$25 each additional hour)

Plus \$300 refundable damage deposit

Weekday rental rates:

4 hours - \$175, (\$25 each additional hour)

Plus \$150 refundable damage deposit

8 hours - \$300, (\$25 each additional hour)

Plus \$250 refundable damage deposit

Reservations

Reservations for the lodge must be made in person, on a first come-first served basis at the Parks and Recreation Office at the River's Edge, 700 W River Dr, or at the Vander Veer Conservatory Store, 215 W Central Park.

A \$300 refundable deposit is payable at the time of reservation. Refund checks for the lodge deposit will be mailed 2-4 weeks after the event date if there is no damage or excessive cleanup.

Reservations may be made up to one year in advance of your event date. No reservations will be accepted less than 72 hours in advance of date requested. Reservations requested two weeks prior or less will be required to pay with cash or credit card only—no checks.

Blocked time includes your setup and clean up time.

Cancellations

A minimum \$10.00 administration fee will be assessed on all refund requests regardless of cancellation date. Notice of cancellation must be made 20 working days prior to event. Less than 20 days notice will result in forfeiture of entire deposit and fee.

Lodge Rules

- Please do not hang decorations from the ceiling.
- Please remove all decorations, including tape or other adhesives from tables, chairs, windows, etc.
- Please do not slide tables and chairs across the floor.
- Please do not take furniture outside of the lodge.
- You may cater your own food and beverage. (Beer, wine, champagne, and wine coolers are allowed.)
If serving alcohol, you will be required to provide proof of "Social Host" insurance to the Parks & Recreation Department ten (10) days prior to the event date. Failure to provide insurance or communication that alcohol will not be served will result in cancellation of the reservation. The reservation fee will not be refunded.
- The lodge is a non-smoking facility.
- Please follow clean-up and closing procedures, as instructed by lodge attendant.
- Rentals must conclude by midnight.

Thank you for your cooperation!

