



# Celebration Barn Reservation Packet

March 29, 2024

The purpose of this packet is to make it as easy as possible to rent the Celebration Barn at Cangleska Wakan. For all reservations, it is important the renter contact our Administrative Office at Kent Park via telephone at the number listed below. This is important as the staff can inform you if the facility in question is available on the date and time requested and answer any additional questions you may have.

## Contact Information

Johnson County Conservation

2048 Hwy 6 NW

Oxford, IA 52322

telephone #: 319-645-2315

<https://www.johnsoncountyiowa.gov/departments-of-conservation>



# Johnson County Conservation Board

2048 Highway 6 NW • Oxford, IA 52322 • (319) 645-2315

## Celebration Barn Rental Agreement

Permit #	
Event Date	
DP Rcv'd	
Bal Rcv'd	

*(This box for internal use only)*

We hope you find the Barn and this beautiful Iowa countryside to be the perfect setting for your special day or event. The Barn is available for weddings, receptions and other activities on weekends from mid April through October 31st.

### The Basic Barn Rental Fee is \$5,500 for up to 250 guests and includes:

- Use of the 100 foot diameter main reception barn
- Reception tables, chairs and set-up
- Bathroom Supplies
- Limited assistance during your event
- Kitchen service area available for catering
- Three stall women’s bathroom & lounge area
- Tables 22 – 60” round, 22 – 54” square, 6 banquet, 2 harvest 42” x 96”
- Porch and picnic tables available
- Use of the outdoor amphitheater (including chairs and set-up)
- Trash/recycling cans and bags
- Clean-up assistance related to take down of tables, chairs and cleaning the floor.
- Adjustable lighting
- Optional heat from the fireplace and air conditioning
- Three stall men’s bathroom.
- Access to the Barn Friday at noon to Sunday at noon (on your weekend)

### Options available at additional cost:

- China and silverware at \$2.00 per person
- Wine and water glasses at \$.70 per person

## Celebration Barn Use Rules and Regulations

---

For everyone's safety and enjoyment, you must follow these rules and regulations.

- The barn is provided in an “as is” condition and is available for set- up beginning at noon Friday of your weekend event, final clean-up must be completed by Sunday at noon. The barn must be left in the same condition as found.
- Events must conclude and site vacated by 12 Midnight.
- No refunds for any reason.
- Renters must provide a certificate of insurance, submitted by their insurance company, naming Johnson County & Johnson County Conservation Board, as “additional insured” and sign a special use permit – due one month prior to the event.
- No person is allowed to access the stairs and upper level.
- Smoking is not permitted in the barn.
- No alcohol may be sold on the property. Beer and wine may be served to guests without a liquor license.
- If hard liquor is going to be served, the person seeking this permit must show proof that an appropriate state license has been acquired for the date in question at least one month prior to the date of the event.
- No live music outside the Celebration Barn after 9:00 PM. Music outdoors must not disturb the public.
- Garbage containers are provided; we will dispose of the garbage; Separating recyclables (cans, glass, plastic) is required.
- Temporary decorations may be used as long as they do not impact the structures in any material way and do not present a hazard.
- No pyrotechnics.
- Candles are permitted as long as they are burned in a safe & appropriate manner.

# Celebration Barn Rental Requirements/Deadlines Reference Sheet

- Celebration Barn Rental Agreement:
  - Due **4 months** prior to event.
- \$1,500 Deposit:
  - Due with the Celebration Barn Rental Agreement **4 months** prior to event.
- Special Use Permit:
  - Due **1 month** prior to event.
- Certificate of Insurance:
  - Due **1 month** prior to the date of the main event.  
*(See Special Use Permit for more information regarding Certificate of Insurance requirements)*
- Liquor License:
  - If needed, liquor license this must be applied for **45 days** prior to the day of event. Proof of Liquor  
*(See Celebration Barn Rental Agreement, Special use Permit, and/or Liquor License FAQ documents for more information regarding Liquor License requirements)*
- Remainder of Balance:
  - Due **1 month** prior to the date of the main event.

**JOHNSON COUNTY CONSERVATION DEPARTMENT  
SPECIAL USE PERMIT**

Permit # \_\_\_\_\_

**This permit issued under authority of :**  
Rules & Regulations Section 25  
Iowa Code: 350.5

**Issued to**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Organization: NA

Area: Large Barn, Parking Area, Amphitheater and Arch at 4045 245<sup>th</sup> Street, Solon, IA 52333

Purpose: Wedding/Reception

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

Fee Charged: \$5,500.00 Insurance Required: **Yes**, \$1,000,000.00 liability coverage

**Insurance Requirements** *(if needed- see above):*

- To have in force a liability insurance policy for the events and dates referred to in this permit in the amount of not less than \$1,000,000.00 (single limit or separate coverage for bodily injury and property).
- Obtain and provide a certificate of insurance that names Johnson County **AND** the Johnson County Conservation Board named as an “additional insured.” (see attached for additional information on insured parties).

**Conditions:**

In accepting this permit the permittee agrees to the following:

1. We agree to hold harmless and indemnify and defend Johnson County **AND** the Johnson County Conservation Board from any claim arising out of the intentional and negligent acts or omissions of the individual(s) and /or organizations identified in this permit.
2. To comply with the law of the State of Iowa, all local ordinances and all rules and regulations of the Johnson County Conservation Board.
3. This permit is valid under the following conditions:
  - Use of the above described facilities for the purpose of this event will be subject to the conditions and expectations set forth in Celebration Barn Rental Agreement when the barn was reserved.
  - Beer and wine may be served at no cost to guests without a liquor license.
  - If hard liquor is going to be served, the person seeking this permit must show proof that an appropriate state license has been acquired for the date in question at least 24 hours prior to the date of the event.

Other permits and/or licenses may be required for the activity noted. Under no circumstances should the permittee assume that the issuance of this permit is relief from the responsibility of obtaining any other permits or licenses that may be required under the laws of the State of Iowa or local regulations.

\_\_\_\_\_  
Signature of Permittee or Authorized  
Representative of the Group Reserving the  
Celebration Barn

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_  
JCCB Authorized Agent

**JOHNSON COUNTY CONSERVATION DEPARTMENT  
SPECIAL USE PERMIT INSURANCE INFORMATION**

Names and addresses of groups needing listed as “additional insured” on the certificate of insurance:

Johnson County Conservation Board  
2048 Highway 6 NW  
Oxford, IA 52322

Johnson County  
Administration Building  
913 S. Dubuque Street  
Iowa City, IA 52240

Please have your insurance company send the certificate of insurance directly to the Conservation Board  
(address is listed above).



**Event Information**

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

Name of Bride: \_\_\_\_\_ Name of Groom: \_\_\_\_\_

Name of person(s) in charge of event: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Fees**

*Fees are nonrefundable and permits are nontransferable.*

	Fee		# of Settings	
China & Silverware	\$2.50/Person	X	_____	= \$ _____
Wine & Water Glasses	\$0.70/Person	X	_____	= \$ _____

BARN RENTAL FEE = \$ 5,500.00 \_\_\_\_\_

TOTAL = \$ \_\_\_\_\_

The undersigned hereby makes application to use the Celebration Barn for the above listed date, and hereby makes payment of a \$1,500 non-refundable reservation fee. Failure to pay remaining fee within one month prior to the reservation date may result in removal of tentative reservation. By signing this application, I agree to abide by the above rules and regulations while using the Celebration Barn. The information I've provided on this application is true. I understand that if I supply false information or do not comply with the above rules and regulations the Johnson County Conservation Board may fine me or revoke my permit without refunding my permit fee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Waiver and Assumption of Risk**

I hereby fully waive and release the "Releasee" Johnson County Conservation Board, from any and all claims for personal injury, monetary loss, property damage, or death that may result from my participation. I hereby voluntarily, at my own risk, agree to the Waiver and Assumption of Risk in sole consideration of being permitted to use the Johnson County Conservation Board facilities/property or services offered. Agreement to this Waiver and Assumption of Risk, I fully assume the dangers and risks, and agree to use my best judgment while engaging in those activities. I further agree to indemnify and hold harmless the Releasee, its employees, agents, officers, from and against any and all liability incurred as a result of or in any manner related to my participation in the activities or services offered.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Iowa Alcoholic Beverages Licensing

## Frequently Asked Questions

### ***Do I need a liquor license?***

You do need a liquor license if you are going to:

- Sell or serve liquor for consumption on- or off-premises,  
OR
- Sell beer or wine for consumption on- or off-premises,  
OR
- Charge admission fee to attend an event where you give away beer or wine for on-premises consumption.

You do not need a liquor license if:

- You are not going to charge admission fee to attend an event where you giveaway beer or wine for on-premises consumption

### ***How do I fill out the online application with the Iowa Alcoholic Beverages Division?***

While most of the information on the online application is self-explanatory, it can be a little more confusing if you are hosting an event at which you will be serving or selling liquor. Below are some guidelines to follow for certain portions of the application. This will ensure you don't have to make any changes on a follow up.

#### ***On the Applicant Screen:***

- **Name of applicant:** Fill in your name
- **Name of Business (DBA):** If for a wedding reception, fill in your last name and Wedding, e.g.: Jones Wedding or Jones & Smith Wedding; if for other event, fill in the event name.
- **Address of Premises:** enter address where selling/serving alcohol:
  1. Celebration Barn address is: 4045 245th Street NE
- **City:** Solon
- **County:** Johnson
- **Zip:** 52333
- **Business phone number:** *Your* phone number
- **Mailing address:** *Your* mailing address

#### ***On the Status of Business screen:***

The applicants of private events usually select sole proprietorship, and they are also listed as the owner on the Ownership screen. If in doubt, contact the Iowa ABD for information on how to fill out this screen.

#### ***On the Ownership screen:***

The owner *must be a resident* of the state of Iowa. The owner will include relevant information. If more than one owner, indicate the percentage of ownership. The name of applicant entered on the Applicant screen must match one of the business owners.

#### ***On the Criminal History screen:***

If you have ever been charged, arrested, indicted, convicted, or received a deferred judgement, check "yes" no matter how far in the past the incident occurred, and provide an explanation. The Iowa ABD conducts background checks to verify this information.

***On the Premises Information screen:***

- **Control of Premises:** For most special events, the applicant will check “Other” and explain: “renting the premises for one-time special event”
- **Premises type:** Special event
- **Local authority:** County
- **License City:** Solon
- **License County:** Johnson
- **Dram Shop:** fill in the name of the insurance company

***What if I am going to sell or serve alcohol at a special event in rural Johnson County?***

- Step 1. Start your application with Iowa Alcoholic Beverages Division at least 45 days before the license effective date. [How to Get a License](#) [License Classifications](#) [Fee schedule](#)
- If you currently own a business within Johnson County, and would like to transfer services for the day, follow instructions in the [Electronic Licensing User Guide](#) or contact the Auditor’s Office.
  - If you currently own a business in the State, and would like to serve in the County’s jurisdiction while continuing to serve at your current location, you must apply for a new, 5-day temporary license.
  - If the license is for a RAGBRAI associated event, revisit this information in the spring.
- Step 2. Start the Local Authority Process at least 30 days before the license effective date by submitting the below items to the Johnson County Auditor’s Office:
1. A black and white sketch of the premises, including both interior and exterior serving areas, bar area, and restrooms area;
  2. A copy of either the Warranty Deed, lease document, or rental agreement for the property to be covered by the license (must specify the address); **or** A document signed by the contracting party stating that you have been retained to provide alcohol beverage services for an event at that premises, (must specify the event premises address);
  3. The Report Accompanying Application form, and
  4. The Original Notarized Signature form of the applicant.

**Once the license is endorsed and activated, the Iowa ABD will email the license to you.**

*If you have further questions about the licensing process or a specific application or license, contact the Auditor's Office at 319-356-6004 and choose option #6 for Minutes.*



## STEPS TO APPLY FOR AN ALCOHOL LICENSE IN JOHNSON COUNTY, IOWA

### REQUIRED

*Step 1.* Complete the online application with the Iowa Alcoholic Beverages Division (ABD) at least 45 days before the event/effective date.

### OPTIONAL

New applicants may contact the Auditor's Office to begin the local authority process. If you don't contact the Auditor's Office, we automatically send the local authority paperwork to you once the Iowa ABD forwards the application to us.

### REQUIRED

*Step 2.* Submit the local authority paperwork to the Auditor's Office 30 days before the event/effective date.

Once the Auditor's Office completes the internal review process, staff will schedule the application for a vote at a regularly scheduled Board of Supervisors' meeting.

Auditor's Office processes the application.

The Auditor's Office will contact you if the paperwork is incomplete or the application has incorrect information.

If the Board votes to approve the application, the Auditor's Office will endorse your application with the ABD.

Board of Supervisors votes on the application.

If the Board votes to deny the application, contact the ABD to determine your next steps.

ABD completes its review process.

Johnson County  
Administration Building  
913 South Dubuque Street  
Iowa City, Iowa 52240

Auditor's Office  
Minutes/Licensing  
319-356-6004 (ext 6)

Johnson County  
Conservation Board  
319-645-2315

Iowa Alcoholic Beverages  
Division (ABD)  
1918 SE Hulsizer Road  
Ankeny, IA 50021 Toll free:  
866-IowaABD 469-2223)  
Local: 515-281-7400

[abd.iowa.gov](http://abd.iowa.gov)

Online application:  
[licensing.iowaabd.com](http://licensing.iowaabd.com)

License Issued by the ABD and emailed to the applicant.

# Celebration Barn

