

Johnsburg Community Club, Inc.

2315 West Church Street
Johnsburg, IL 60051
<http://johnsburgcommunityclub.org/>

HALL RENTAL AGREEMENT AND REGULATIONS

In consideration of the mutual covenants made herein the Johnsburg Community Club Inc. hereafter "Club", and the undersigned renter, hereafter "Renter", agree as follows:

Hall Rental Program Pricing*: 2017

Full Hall Rental – Fri. Sat. (250 - 300 Capacity) (Sun. – Thurs. Rental is \$100 less)	\$550.00	Rental Fee
Barroom (only) (Sun. – Thurs. Rental is \$50 less)	\$300.00	Rental Fee
Hall (only / no liquor) (150 - 200 Capacity) (Fridays & Saturdays) [Not available between March 1 & Nov. 30]	\$300.00	Rental Fee
Hall (only / no liquor) (150 - 200 Capacity) (Weekdays Sunday thru Thursday)	\$175.00	Rental Fee
Outside Grounds	\$75.00	Rental Fee
Kitchen Rental	\$150.00	Rental Fee

NOTE: Prices reflect hall & grounds rental only and do not include beverage, food, or server costs.

- The Club Manager will explain the various rental options*. At the time of the rental the total amount of the rental fee is due and must be deposited with the executed agreement. A refund amount of 75% of the total deposited will be returned if a cancellation notice is received within 30 days of the event, and if the Club is re-rented for that date and at least the same amount as the original rental. If the Club is not re-rented the total amount is forfeited. **Initial: _____**
- Rectangle tables & folding chairs are provided with rental. Round tables are an upgrade and available for a rate of \$5.00 per table. If used at function, client will be assessed fee. Consider this your notification. **Initial: _____**
- All rentals must be scheduled and deposit received with the Club Manager.
- Manager's Phone – Call, Text or Leave Message at (815) 546-3525 [e-mail 2015jcci@gmail.com]
- Make all checks payable to: **Johnsburg Community Club, Inc.** And mail to the attention of
Clark, 2315 W. Church Street, Johnsburg, IL 60051 [Phone (815) 546-3525]
- The Renter agrees they will be wholly responsible for the guests in attendance, for any property damage and any property missing from the premises. Renter is also responsible for clean up of excessive waste on Club property as well as adjacent properties (St. Johns and our residential neighbors). **Initial: _____**
- A security deposit of \$100.00 may be assessed for hall rentals and will be applied toward remaining invoice balance at conclusion of the event.
- We allow 6 to 7 hours for your event not including set up and clean up. No event may go past 12am (midnight) also.

Hall Rental agreement and regulations (cont.)

- The use of Duct Tape on walls or floors, Confetti, Nails/Glitter/Thumb tacks etc., are **prohibited**. You may use Blue or Green Painters tape. In addition, Fog-Smoke-Mist machines are not allowed as they will set off our fire alarms. Please consult Club Manager if you are unsure of any decorating ideas. **Initial:** _____

Caterers:

- Food: You may bring in your own "home cooked" as well as Catered foods into the Club. However, all caterers are required to provide their Catering License, Health Department Certificate, and Proof of Insurance.
- If your function uses the Kitchen Facilities/Equipment, it is your responsibility to clean up the night of your function. The Club does have Kitchen Equipment available for rental: A **Steam table** is available for \$25.00. Use of Stove/Ovens constitutes a Kitchen rental and subject to rental fee. (See pg. 1). If the kitchen is not cleaned, you will be charged an additional cleaning fee of \$100.00. Use of the refrigerator and Microwave is allowed at no fee. **Initial:** _____
- There will be a flat fee of \$75.00 for "Drop & Run" type catering delivered for a function. Definition: The caterer drops off food and uses the Clubs stoves/ovens to keep warm prior to function. This fee will be assessed to the renter on the final invoice. Use of Microwave and refrigeration is allowed with this service. **Initial:** _____

Services: – Bar & Hall

- No alcohol may be brought into or onto Club grounds.** Violation may require immediate cancellation of event and forfeiture of any funds. For legal and insurance reasons, only JCCI approved bartenders may serve alcoholic beverages at any and all functions. All wine, liquor, pop, and beer must be provided and served by the Club. A schedule of beer, liquor, wine and other beverages and their costs will be made available by the Club Manager. **Initial:** _____
- As stated above, all bar functions require the use of Club bartenders. The rate is \$9.00 per hour, per bartender plus a possible gratuity of up to 15% of bar bill. The amount of gratuity assessed is dependant on what was collected during the event. All additional charges and fees are due the night of your event, or upon receipt of final billing. All applicable IL. Sales Tax will be added to the beverage bill. **Initial:** _____
- Renters are responsible for set up of tables and chairs used during their event and take down of same. They are also responsible for picking up and discarding of all cups, plates, decorations and various trash items before leaving, this includes the parking lots and grounds. An additional cleaning fee may be assessed. (See pg 1)** **Initial:** _____
- If applicable, balance due for beverages, bartenders and other agreed upon services must be paid within 10 days of invoice. A finance charge of 1.5% per month (18% annual rate) will be added to any unpaid balances. If legal action is required, the Renter will pay all reasonable attorneys fees.

This is a legally binding contract and receipt for:

\$_____, This _____ Day of _____, 2017.

Date of function: _____

Renter: _____

Address: _____

City: _____ State _____ Zip _____

Telephone: Hm (____) _____ - _____ WK (____) _____ - _____ Cell (____) _____ - _____

Johnsburg Community Club Inc.

Club: _____ Renter: _____

01/01/17