

# Rock Island Conservation Club Rental Contract 2021

## General Terms and Conditions Applicable to ALL Renters

RICC is a NON SMOKING facility. Prices are for the 2021 rental year only and are subject to change per calendar year.

The entire rental facility and grounds are expected to be in the same condition at the end of the rental period as it was prior to the rental. (Ordinary wear and tear expected). The renter is responsible for all damages or theft occurring during the occupancy of the facility and grounds. If damage is greater than the damage deposit, the renter will pay the difference within 1 week after the rental. The responsible person must be present at the entire rental time period.

### GENERAL RULES:

- \* No one is allowed beyond the immediate clubhouse and playground area.
- \* No fishing or swimming is allowed by guests during the hours of the party.
- \* It is the renter's responsibility to keep guests in the immediate area of the clubhouse and playground.
- \* NO FOOD or BEVERAGES are to be disposed of properly in trash receptacles.
- \* No event will last longer than 1:00a.m.
- \* No club property will be moved from its current location or taken outside (Chairs, Tables, or Pictures )

### SUPPLIES:

- \* Renters may use kitchen facilities such as coffee pot, stove, refrigerator, and microwave. All items must be cleaned after event.
- \* All other supplies need to be supplied by the renter. (Dish soap, towels, plates, cups, coffee filters, condiments, etc.)

### DECORATIONS:

- \* No staples or tacks will be used to attach decorations to walls, tables, window sills, or ceilings.
  - \* No tape of any kind will be used on the floor or walls.
  - \* No rice, confetti, tinsel, bird seed, or silly string is allowed in or out of the clubhouse.
- No balloons are allowed outside - As they make a mess when they are popped and are a concern with our wildlife. You will lose your deposit if found.

Clubhouse Rental Fees and Deposits are as follows.

| Hours            | Member   | Non-Member | Payment Method                              |
|------------------|----------|------------|---|
| 4                | \$150.00 | \$200.00   | Cash, Money Order or Check made out to RICC |
| 12               | \$300.00 | \$400.00   | Cash, Money Order or Check made out to RICC |
| Additional Hours | \$25.00  | \$25.00    | Combined with hourly rental payment         |
| TV Usage         | \$25.00  | \$25.00    | Combined with hourly rental payment         |
| Deposit          | \$150.00 | \$150.00   | Separate Check only made out to RICC        |

Devices to Rent: TV rental is an additional \$25 charge. The 65" Plasma HD TV is equipped to be used with a computer or disc player. Remotes and cables will be made available at time of rental. You must supply your own ancillary devices. Any damage or loss of equipment will be deducted from your damage deposit.

**BAR:**

- \* Club bar will be required if ANY alcoholic beverages are available and must be purchased through the bar. NO ALCOHOLIC beverages can be brought into the clubhouse or club grounds from renters or guests.
- \* Bar will close absolutely no later than 12:30 a.m.
- \* Rock Island Conservation Club Dram Shop and Liability Insurance will cover renters. We do not accept other insurance Company's Dram Shop and Liability Insurance. No liquor is to be sold outside of the clubhouse per our DS license.
- \* Bartenders will be paid the night of the rental for the entire time requested.
- \* Bartenders are to be approved and licensed through Rock Island Conservation Club only.

**Bartender and Special Order Alcohol Fee:**

| Bar Fees   | Renters Responsibility   | Payment method                           |
|--|--|--|
| \$50   | Fee per bartender for first 4 hours  | Pay to bartender prior to start of event |
| \$9.00   | Each additional hour per bartender after the first 4 hours   | Pay to bartender prior to start of event |
| Bartender Notes: We require one bartender per every 50 people attending. However, if you are ordering a keg it is a requirement to have a minimum of 2 bartenders. Bartenders and/or Rental chair have the right to call in another bartender if needed at the renter's expense. |  |  |
| \$220.00   | Domestic beer and additional for imports based on type. (Amount can change depending on type ordered - Keg fees and any special order alcohol must be paid 3 weeks prior to event. |  |
| Varying  | Special Order Alcohol cost depends on what is being ordered. (Champagne is \$20/bottle.)<br>Special order alcohol must be paid 3 weeks prior to event.                             |  |

Person paying for special order alcohol must be 21 or older

**CLEAN UP AT THE END OF THE EVENT:**

**Clean Up Fee:**

| Clean up Fee | Renters Responsibility    | Payment method   |
|--------------|---------------------------|--|
| \$100.00     | Removes personal property | Cash, Money Order or Check made out to <u>MeLia Hemphill</u> |

**Pavilion Rental Fees as follows.**

| Member   | Non-Member | Payment Method                              |
|--|------------|---|
| \$50.00  | \$100.00   | Cash, Money Order or Check made out to RICC |
| No Deposit is required when renting the Pavilion. Please make sure the area is cleaned up once your rental is completed. |            |   |

Please read the contract thoroughly, fill out completely, and write legibly! Thank you!

Rental Date: \_\_\_\_\_ Time: From \_\_\_\_\_ am/pm, TO \_\_\_\_\_ am/pm

Number of Hours Total: \_\_\_\_\_ Event Type: \_\_\_\_\_

Hours for the event: Time includes the total time you will be in the club, pavilion, or on the grounds for your event. (This does include set up, decorating, tear down, the event, and clean up)

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

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

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

RICC Member #: \_\_\_\_\_ Members and Non-Members can rent our facilities.

Circle One: Clubhouse Only   Clubhouse and Pavilion   Pavilion Only

Hours for the event: Time includes the total time you will be in the club, pavilion, or on the grounds for your event. This does include set up, decorating, tear down, the event, and clean up.

# Of Bartenders: \_\_\_\_\_ Time: FROM \_\_\_\_\_ am/pm, TO \_\_\_\_\_ am/pm

# of Kegs: \_\_\_\_\_ Type of Beer: \_\_\_\_\_

# of Bottles of Champagne: \_\_\_\_\_

Special Requests: \_\_\_\_\_

**Payments required:**

The contract and rental fee will hold your date.

The damage deposit and clean-up fee (2 separate checks) is due at minimum 1 month prior to the rental.

The bartenders are to be paid the day of the rental.

Deposit Amount \$ 150.00 (Check made to RICC) Cash or Check # \_\_\_\_\_ only

(Clubhouse Rental Only. All deposit checks will be shredded after event unless notified by the rental chair )

Total number of Hours \_\_\_\_\_ Rental Fee \$ \_\_\_\_\_

CASH   CHECK # \_\_\_\_\_   Money Order \_\_\_\_\_   Credit Card Payment (a 4% free will be added to any credit card reservation)

Special Order Alcohol \$ \_\_\_\_\_

CASH   CHECK # \_\_\_\_\_   Money Order \_\_\_\_\_   Credit Card Payment (a 4% free will be added to any credit card payment)

Clean up Fee \$ \_\_\_\_\_

CASH   CHECK # \_\_\_\_\_   Money Order \_\_\_\_\_   Credit Card Payment (a 4% free will be added to any credit card payment)

(Check made to MeLia Hemphill)

By signing below you agree that you have read, understand, and agree to the terms and conditions of the Rental Agreement terms and conditions.

Printed Name of Renter:

\_\_\_\_\_  
Signature of Renter:

Please mail this contract and rental fees to:

Melia Hemphill RICC Rental Chair 4101 8th Ave Moline, IL 61265.

Any questions or concerns please contact Melia Hemphill Rental Chair at 563-265-4534 or RICCRentals@gmail.com