

RENTAL AGREEMENT
RIVERTON COLUMBUS CLUB - MARIAN BANQUET HALL
335 SOUTH 4TH STREET, RIVERTON, IL 62561

This agreement is hereby entered into between the RIVERTON COLUMBUS CLUB (RCC), an Illinois not-for-profit corporation, and hereinafter referred to as "LESSOR", and (Name & Address)

_____,
hereinafter referred to as "LESSEE", for rental of the Riverton Columbus Club - Marian Banquet Hall,
located at 335 SOUTH 4TH STREET, RIVERTON IL,

on: _____ (day, month, date, year)

with the hours being: _____ to: _____

for the following purpose: _____ (wedding, party, anniversary, etc.)

Area to be rented: Main Hall _____ or Community Room _____

The rental charge is: \$ _____ and is secured by a deposit of: \$ _____.

A 50% NON-REFUNDABLE deposit AND a major credit card number are required to guarantee the desired space. These must be received along with a signed contract for your function.

Said deposit will be applied toward the total rental charge, with the balance of the rental charge due and payable **30 days** before the rental date. Any addition to rental charges paid will be due and paid at the conclusion of event.

HOURS OF EVENT

Original Contract Hours: The LESSEE agrees to the original contract hours as established in the hours stated above.

Extend Original Contract Hours: If LESSEE desires to exceed the original contract hours, an additional \$100.00/hr cost to the above contract charge. No event will extend past 11:59 PM.

Conclusion of Event: The LESSEE of Marian Banquet Hall agrees that the building and grounds will be vacated within one hour of the completion of event's contract hours, but no later than 12:30am and left in the condition agreed to in this contract unless other arrangements are made and accepted by the LESSOR. Items remaining in or on premises after the agreed times may be disposed of by the Riverton Columbus Club. Special events and circumstances may extend the original times.

SETTING UP FOR EVENT

Setting up for Event: Because of the number and variety of rentals the Riverton Columbus Club encounters, an allotted time to set-up and to decorate Marian Banquet Hall prior the event is given the LESSEE. In most cases, the LESSEE may be allowed access to the facility at 9:00am the day of the rental. This time may be adjusted for daytime rentals and other special needs. All deviations from the standard time must be discussed with the Rental Agent and pre-approved. The LESSEE will be responsible for all Riverton Columbus Club property when occupying the hall for decorating and is restricted to the hall and kitchen areas.

DECORATIONS

All decoration plans must be approved by the Rental Agent and/or RCC representative. The facility may offer on-site decorations for rent and may have special arrangements with preferred vendors.

Decorations not permitted: The LESSEE agrees that they will not use:

Confetti of any kind
Glitter of any kind
Any tape (See note below) on walls, floor, ceiling, tables or chairs
Fasteners such as tacks, pins, nails, etc on any surfaces, tables, chairs, etc
Open flames (unless in an approved enclosed container).

Please note: use of a tape such as painter's tape that leaves no sticky residue is allowed. If used, all such tape must be removed at end of event. If residue is left, or damage occurs, an additional damage charge will be made

If there are specific concerns about decorations, please discuss them with the Rental Agent.

Marian Banquet Hall On-Site decorating items: The LESSOR may offer on-site decorations for rent and/or through an approved vendor. Such decorations will be identified as an attachment to this agreement.

Marian Banquet Hall property: The LESSEE agrees not to remove any item belonging to the LESSOR other than what has been approved by Hall Staff. This includes but not limited to tables, chairs, wall hangings, equipment, or furnishings of any kind. LESSEE is responsible for any and all property removed from the Hall.

CLEARING, CLEANING AND DAMAGES:

Clearing: The LESSEE agrees to clear the building of guests after the allotted rental time expires. LESSEE needs to ensure that they allow time as needed for removal of decorations and cleaning as required.

Removal of Decorations: At conclusion of event rental, LESSEE agrees to remove all decorations used in Marian Banquet Hall (other than those provided by the facility). Decorations not removed by LESSEE will be disposed of by Riverton Columbus Club and LESSEE may be billed for disposal of such items.

Cleaning:

Main Hall – All rentals in the Main Hall will incur a \$75.00 cleaning charge. At the conclusion of event rental, LESSEE agrees to clear tabletops (disposing of all trash in provided trash cans) and remove all personal assets from the Marian Banquet Hall. The charge covers REASONABLE cleaning, but DOES NOT cover excessive clean-up and/or damages and we reserve the right to charge your credit card if the venue and restrooms are not left in a "like condition" that it was rented. If in doubt, please check with the RCC representative on-site prior to departing the facility.

Community Room – At the conclusion of event rental, LESSEE agrees to return the facility to a "like" condition and remove all personal assets from the Marian Banquet Hall. If the rental space is not returned to its original condition, we reserve the right to charge your credit card for cleaning charges. If in doubt, please check with the RCC representative on-site prior to departing the facility.

Damages:

LESSEE agrees to be responsible for any damages to the building, its contents or the property during the rental period. We reserve the right to charge your credit card for any damages incurred.

FOOD, KITCHEN, REFRIGERATOR AND COOLING

Kitchen: LESSEE agrees that the use of the kitchen / catering area by family and/or caterers is included at no additional charge and will be used only for the warming and serving of food. Professional caterers may be required to sign our catering agreement prior to use.

If the stove and/or oven in the kitchen is required, an additional \$25.00 per hour for this use must be added to the final payment referred to above. The use of kitchen is limited to the day of the event only. Riverton Columbus Club items will not be available for use. Family / caterers are expected to bring and use their own cooking, serving, containers, gloves, etc. Refrigerator may be used for cold storage and all containers must be covered when stored. The Riverton Columbus Club's walk-in cooler is not available unless specifically agreed to prior to rental. All items stored must be marked with date / contents and stored according to all Federal/State/County/Village health and food service regulations. The renter and/or their caterers are responsible for ensuring that all Public Health Regulations are followed and proper permits are obtained as needed.

BEVERAGES

Alcoholic beverages: LESSOR does not allow ANY liquor, beer or wine to be brought onto the property unless as prizes or auction items. If prizes or auction items, they are NOT to be opened or consumed while in the facility or on the grounds. Alcohol will NOT be served to guests under the age of 21 and those unable to produce acceptable identification. **Any guest attending any event who does not follow this rule will be asked to leave and puts your entire event in jeopardy of being shut down. We reserve the right to refuse or terminate the service of alcoholic beverages at any time if such service would be inconsistent with our policies. Decisions made by those working the event are FINAL, and no refunds will be issued.**

Non-Alcoholic Beverages: At all times in the Main Hall and if there is Bar Service provided in the Community Room, soft drinks/soda/bottled water must be purchased from the LESSOR. If there is no Bar Service provided in the Community Room, LESSEE may provide their own soft drinks. LESSEE may also provide their own tea, lemonade, coffee, etc or it may be purchased from the LESSOR.

ENTERTAINMENT

LESSEE may obtain private entertainment for the LESSEE's guests. Entertainment must provide all of its own equipment. Marian Banquet Hall does not provide any equipment unless contracted for at an additional charge.

FACILITY AUDIO AND VIDEO EQUIPMENT

LESSOR may make available for rent facility audio and video equipment. LESSEE understands that this equipment is to be handled by authorized facility staff only. Should the equipment malfunction and/or fail to work, LESSEE will be refunded the amount of rental for the specific AV equipment only.

INDEMNIFICATION

LESSEE shall indemnify and hold LESSOR, all related organizations, parent organizations, officers, directors, employees, agents and representatives forever harmless from, and against, any and all personal injury, property damage, loss, liability or claim of liability, expenses, fines and penalties, including reasonable legal fees caused by any wrongful or negligent act or omission by LESSEE, your agents, delegates or representatives.

LESSOR shall indemnify and hold LESSEE, affiliates, officers, directors, employees, agents and representatives forever harmless from and against, any and all personal injury, property damage, loss, liability or claim of liability, expenses, fines and penalties including reasonable

legal fees caused by any wrongful or negligent act or omission by LESSOR, our agents and representatives.

CANCELLATION AGREEMENT

Upon receipt of this signed Rental Agreement, the arrangements outlined will be protected on a definite basis. It is agreed that in the event of cancellation, the person or organization under contract shall pay a cancellation fee.

Fee for cancellation: The down payment made at the time of booking. As well as any other fees we may have incurred getting items for your event. If alcohol was ordered for your event, a \$200 fee will be charged, as well as full payment for any alcohol we special ordered for your event.

DELIVERIES/STORAGE

The RCC is not responsible for storage of materials. Please insure prior arrangements for storage have been made before shipment of materials to the RCC facility. Removal of all property is the responsibility of the client or event planner of the client. RCC will not assume liability for the boxes/packages/miscellaneous items stored or left on the property.

GAMBLING / FOR-PROFIT RENTALS

Gambling on the premises is ILLEGAL. Raffle, trivia events, and other approved events may be permissible, but the LESSEE is solely responsible to ensure they have obtained all necessary licenses and permits and must have them on-hand and available for the duration of their rental.

It is understood that no rental will be condoned that will allow the LESSEE to make a profit from any Marian Banquet Hall rental unless approved by the RCC or its agent prior to the rental.

KNIGHTS OF COLUMBUS TRADEMARKS & SERVICE MARKS

LESSEE may only identify the location of the event as Marian Banquet Hall and by using the address of the Facility. LESSEE shall not use or display registered or unregistered trademarks and service marks of the Knights of Columbus, including, without limitation, name, logos and emblems in any way, including, but not limited to, in the promotion of the LESSEE'S event or on any website and/or social media.

BAR PRICING - POLICY – OPTIONS – AVAILABILITY and BAR CONTRACT

The LESSEE will be given the LESSOR'S bar information. Please see the attached sheet for more information on bar pricing, policy, options, availability, and bar contract. Please read and complete as directed.

MISCELLANEOUS PROVISIONS

LESSEE agrees to use the premises only for the purposes stated above and agrees to abide by all local and Federal/State/County/Village laws and ordinances in the use of the premises.

LESSEE acknowledges that some items may be subject to sales tax and that amount will be added to the final bill. In addition, LESSEE will be responsible for any other taxes levied by any governmental entity.

The LESSEE agrees that the "member's area" door is to be kept closed at all times during the rental and no access is allowed except under the direct supervision of facility staff.

The LESSEE acknowledges that the LESSOR may require LESSEE to provide additional Security (as approved by the LESSOR) if they deem it to be necessary or LESSOR may acquire additional security and the LESSEE will be billed for such services in addition to their rental fee.

LESSEE agrees to observe and follow all Federal/State/County/Village laws and regulations especially those governing the following:

Smoking: Smoking is not permitted in Marian Banquet Hall or within 50 feet of its doors.

Firearms: Firearms are not permitted in Marian Banquet Hall or on its premises unless authorized by a duly licensed and authorized agent of a Law Enforcement Authority.

LESSEE acknowledges that this Rental Agreement is made and will be performed in Riverton, IL and shall be governed by and construed in accordance with Illinois Law, excluding its conflict of laws. By executing this Rental Agreement Contract, you consent to the exercise of personal jurisdiction over it by, and venue in, the courts of the State of Illinois. Any legal action in connection with this Rental Agreement, we agree that the prevailing party shall recover its attorney's fees and any costs incurred.

The Rental Agreement is the entire agreement between us, superseding all prior proposals, oral and written, negotiations, representations, commitments and other communications between us, and may only be supplemented or changed in writing, signed by our representatives. None of our representatives have been authorized to make any representation that varies from the express terms of the Rental Agreement, though this contract may be amended or supplemented in writing.

You may not assign this Rental Agreement or any of your rights under this Rental Agreement without our prior consent. You further agree that any change in your corporate or business ownership structure, whether by merger, take-over, or otherwise, shall not serve to cancel, modify or in any way reduce your obligations under this Rental Agreement, and this Rental Agreement shall remain in full force and effect with respect to you and any successor entity.

Credit Card Information .This must be filled out with a valid credit card. We will run card on file at time of rental, up to 14 days before event, and for any outstanding charges, including excess cleaning or damages with-in 7 days after the event.

Credit Card Type _____

Credit Card Number _____

Expiration (must be after date of event) _____

I hereby authorize my card to be charged as reflected in the terms of this agreement

Cardholder Signature _____ Date _____

In order for this Rental Agreement to be acceptable, all of the above items must be read, filled-in, and each page initialed.

In order to confirm the requested date, the deposit fee must accompany the signed copy of this Rental Agreement.

The LESSEE must sign this Rental Agreement on the designated line.

Please make and keep a copy of this Rental Agreement.

This Rental Agreement is only for rental of Marian Banquet Hall.

A final Rental Agreement will be sent to you upon execution by the LESSOR.

A separate Bar Agreement will be sent and executed once details are finalized.

The Minimum Deposit required is one-half (1/2) the base rental fee.

BASE rental charge: _____

ONE HALF (1/2): _____

It is understood that this 1/2 amount of base rental charge is a non-refundable deposit of the total amount that will be charged upon finalizing the contract and which may include charges for additional time and other rental items. The balance is due 30 days prior to the Rental date. Any additional charges will be payable at the end of the rental, invoiced (with prior approval) or applied to your credit card.

Payments shall be made payable to: RIVERTON COLUMBUS CLUB

**RIVERTON COLUMBUS CLUB:
LESSOR:**

**RENTER:
LESSEE:**

By: _____
Rental Agent

By: ► _____ ◀

Print Name: _____

Phone: (217) 629-7202

Phone: _____

Address: PO Box 116
Riverton, IL 62561

Address: _____

City, St, Zip: _____

Email: _____

**Send Payment and Contract to: Marion Banquet Hall
c/o: Rental Manager
PO Box 116
Riverton IL 62561**

The Riverton Columbus Club appreciates your patronage. Please inform us if additional information is needed. We encourage feedback from your rental experience!