



## CONTRACT RENTAL AGREEMENT

### **Deposit:**

**A \$100 deposit must be paid before the date is written on the social calendar.** This will guarantee the date requested. The deposit will be forfeited should the party cancel within 30 days of the scheduled event.

### **Hall Rental.**

- It is the responsibility of the renter to set up and take down all tables and chairs used for the event.
- It will be the responsibility of the renter to remove all personal items after the event.
- Hall rental does not include privileges to the pool, golf course or carts.
- Member rates are for the "immediate family" of the members of the Staunton Country Club. Members cannot rent the hall for non-members to get the lower rate. Member rental of the hall is limited to the person or spouse whose name appears on the membership application and must be in attendance for the entirety of the event.
- Members who wish to have their guests use the pool or course will be governed by the by-laws.
- Members who wish to reserve the front patio or pavilion may use the hall for food set up for a non-refundable \$50.00 fee. Only if the hall is not rented.

Member rate for less than 50 guests: **\$100.00**

Member Rate for more than 50 guests: **\$300.00(includes 2 bartenders)**

Non-Member Rate for more than 50 guests: **\$550.00(includes 2 bartenders)**

Non-Member Rate for less than 50 guests: **\$250.00**

**A \$100.00 deposit must be paid before the date is written on the social calendar. Contracts without a deposit attached will not guarantee the reservation.**

### **Guests:**

- Guests are the responsibility of the renter.
- Guest should remain in the hall or on the patio areas. Children are to be supervised at all times.
- Hall rental does not include privileges to the pool, golf course or carts.

### **Decorations:**

- Renters may decorate the hall as desired.
- Tape is not to be used on the walls, ceiling or tables.
- Tables must be covered (covering not provided by the SCC).
- Candles must be set on a base.
- Decorations must be removed by the renter.

### **Smoking:**

Effective January 1, 2008 there is no smoking allowed inside the clubhouse at the Staunton Country Club. Anyone found not to be in compliance will be asked to leave the premises and could be grounds for breach of contract with no funds being returned. This is by order of the State of Illinois with no exceptions.

### **Damages:**

The renter will be responsible for all damages to the Country Club property. This would include the pool, restrooms, chart sheds, golf course and hall. Damages will be repaired by the Country Club and charged to the renter on a time and material basis. If the SCC is unable to complete the necessary repairs, an outside service will be hired and those charges must be paid by the renter.

### **Pavilion/Front Patio Rental**

- Members can reserve the pavilion/front patio free of charge without paying a deposit to hold the date. Complete the contract & return to the clubhouse to guarantee the date.
- Non-members can reserve the pavilion/front patio for a fee of \$50. A \$50 deposit must be paid at the time the contract is returned to guarantee the date.
- Rental of the pavilion/front patio does not include privileges to the pool or golf course. Pool parties and fees for use of the pool must be coordinated with the pool chairman.

### **Drinks:**

- **ALL beer, wine, and liquor must be purchased through the Country Club. Any guests found with beer, wine, or liquor not purchased from the SCC will be asked to leave the premises.**

**Drinks (cont.):**

- Coffee, tea and soda may be purchased through the Country Club or brought in by the renter.
- **Beer keg prices are charged in full at the time the keg is tapped. No refunds will be given for partial kegs and beer/wine/liquor purchased is not allowed to leave the property.**

**Hours of Operation:**

Sunday-Thursday – Last call for drinks at 11pm, all guests must be out of the building by midnight

Friday-Saturday – Last call for drinks at 1am, all guests must be out of the building by 2am.

**Caterers:**

Outside caterers may be used. It is the responsibility of the renter of the hall to ensure they (caterers) clean up after themselves.

**Exceptions:**

Any special conditions or exceptions not specifically covered in this contract must be agreed to by the Board of Directors prior to hall rental.

**Refusal:**

The Board of Directors reserves the right to refuse rental of the hall to anyone or group. Upon refusal all monies will be refunded.

**The Staunton Country Club assumes no responsibility for accidents which occur on the property.**

I have read and understand the conditions of the contract. By my signature I agree to the conditions listed herein. Refusal to sign and abide by all conditions of this contract will result in the cancellation of the renter's reservation

**Name (print):** \_\_\_\_\_ **Member / Non-Member (circle one)**

**Date & Time of Event:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Approximate number of guests:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Renter)

Day Phone# \_\_\_\_\_ Evening Phone# \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Board of Director)

Deposit Paid: \_\_\_\_\_ Cash/Check \_\_\_\_\_ Date: \_\_\_\_\_

Amount due on day of event: \_\_\_\_\_ Cash/Check \_\_\_\_\_

**Additional Information**

**Beer Kegs (\$175/each – charged per keg when tapped, no partial kegs, & unfinished kegs are not allowed to leave premises)**

Coors Light: \_\_\_\_\_ Bud Light: \_\_\_\_\_ Open Bar? Yes \_\_\_\_\_ Limit bar to amount \$ \_\_\_\_\_

Time of arrival to decorate/set up \_\_\_\_\_

**All applications must be approved/signed by a SCC Board of Director and deposit paid before date will be reserved.**