

Johnsburg Community Club, Inc.

2315 West Church Street
Johnsburg, IL 60051

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*: 2011

Full Hall Rental – Fri. Sat. (250 - 300 Capacity) (Sun. – Thurs. Rental is \$75 less)	\$350.00 <u>\$100.00</u> \$450.00	Rental Cleaning Total
Barroom (only) – Fri. Sat. (70 – 80 Capacity) (Sun. – Thurs. Rental is \$50 less)	\$200.00 <u>\$50.00</u> \$250.00	Rental Cleaning Total
Hall (only / no liquor) (150 - 200 Capacity) (Fridays & Saturdays) [Not available between April 1 & Nov. 30]	\$200.00 <u>\$50.00</u> \$250.00	Rental Cleaning Total
Hall (only / no liquor) (150 - 200 Capacity) (Weekdays Sunday thru Thursday)	\$100.00 <u>\$50.00</u> \$150.00	Rental Cleaning Total
Outside Grounds	\$75.00	Total
Youth Group Meeting	TBA	Total
Youth Group Fundraiser	TBA TBA	Total Cleaning/Utility

The rental program agreed upon is: _____ Date agreed: _____

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

- The Club Manager will explain the various rental programs*. At the time of the rental the total amount of the rental 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.
- Rectangle tables and folding chairs are provided with rental. Round tables and chairs upgrades are available for a rate of \$5.00 per table and gray padded chairs for \$.50 per. If these are used at function, client will be assessed fee, please consider this as your notification.
- All rentals must be scheduled & confirmed with the Club Director: Doug Carlile
- Director's Phone – Business (815) 385-8475 / Cell (815) 341-2608 [e-mail DBCarlile@msn.com]
- Make all checks payable to: **Johnsburg Community Club, Inc.** And mail to the attention of
Doug Carlile, 5017 N. Brorson Lane, Johnsburg, IL 60051 [Phone (815) 385-8475]
- The Renter agrees for they will be wholly responsible for the guests in attendance, for any property damage and any property missing from the premises. 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.

Hall Rental agreement and regulations (cont.)

Caterers:

The following list of caterers have been approved by the Johnsborg Community Club:

- Ardelle Conway 815 385-5124 / Sherman's Catering 815 675-2030 / Bobby's Barrel Inn 815 385-8811 / Coleman's 847 516-0987. If you choose to use another caterer, they must first contact the Club Manager with proof of the following: Caterers license, Insurance, and Health department certificate valid in McHenry County.
- If your function uses the kitchen facilities, it is your responsibility to clean up on the night of your function. A \$1.00 per person service charge is assessed for catered events that use our facilities. If the kitchen is not cleaned, you will be charged an additional cleaning fee of \$100.00.
- There will be a flat fee of \$50.00 for "Drop & Run" type catering being delivered for a function. This fee will be assessed to the renter on the final invoice. Use of warming ovens and refrigeration is allowed with this service.

Services: – Bar & Hall

- No alcohol may be brought into or onto Club grounds and served. For legal and insurance reasons only JCCI approved bartenders may serve alcoholic beverages. All wine, liquor 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 upon request for your selection.
- As stated above, all bar rentals programs require the use of Club bartenders. The rate is \$9.00 per hour, per bartender plus 10% gratuity. For an "Open Bar" there is a per head charge based on either a beer/wine - pop service or for a standard or premium liquor service. The hall manager during discussion of rental will have a pricing sheet available. The Whole Hall fee is required upon signing of contact. The additional charges and fees are due the night of your event or upon receipt of final billing. A 7% sales tax will be added to the beverage bill.
- Renters are responsible for set up and returning of all tables and chairs used during their event. They are also responsible for picking up and discarding of all cups and plates etc. and various trash items before leaving, this includes the parking lot. An additional cleaning fee may be assessed.
- 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.
- The hall is not available for rentals without use of the bar facilities on Friday's and Saturday's between April 1st and November 30th.

This is a legally binding contract and receipt for:

\$ _____, This _____ Day of _____, 2011.

Date of function: _____ Type of function: _____

Renter: _____

Address: _____

City: _____ State _____ Zip _____

Telephone: Hm (_____) _____ - _____ Wk (_____) _____ - _____ Cell (_____) _____ - _____

Johnsborg Community Club Inc.

Club: _____ Renter: _____