

# Anchor Boat Club Rental Agreement

I, \_\_\_\_\_, agree to abide by the following conditions of this rental agreement.  
(Anchor Boat Club Member)

Only an Active or Honorary Member of the Anchor Boat Club (hereon referred to as the Member) may rent the club or sponsor an event at the club. The Member shall be responsible for all attendees. The Member must remain on club grounds during rental period, this would include the time for set up and clean up. Any Member that desires to set up for their event, prior to the times the club is being rented, must obtain approval from the Entertainment Chairperson. Any extra time requested could result in the Member having to pay additional rental fees equivalent to the rental fee for the event.

Any Member that desires to rent the club must contact the Entertainment Chairperson and outline the plans for the event and obtain approval for the date. Within one week of the request, the Member shall provide to the Entertainment Chairperson the appropriate rental fee, a **\$100.00 refundable clean up deposit**, and this completed rental agreement. All fees should be in the form of a check or money order made payable to the Anchor Boat Club. If fees are not received within one week of the request, the date will no longer be reserved. The fees and this completed application may be delivered to the Entertainment Chairperson or put in the safe in a dated envelope to the attention of the Entertainment Chairperson. If the Member so chooses, a separate check can be written for the clean up deposit and held until the event. Failure to sufficiently clean the club as detailed in #9 below will result in the forfeiture of the clean up deposit. Failure to comply with the terms of this agreement could result in the Member no longer being able to rent the club.

A "**Member Party**" is an event specifically for active/honorary/auxiliary members, or their immediate family. The fee for a "Member Party" occurring Sunday through Thursday shall be \$25.00, The fee for a "Member Party" occurring on Friday or Saturday shall be \$50.00. Immediate family members are defined as a spouse/significant other, son/daughter (in-law), brother/sister (in-law), mother/father (in-law) or grandparents. Qualifying events include birthdays, weddings, anniversaries, graduations, retirements, reunions or any other immediate family member event approved by either the Entertainment Chairman or Executive Board. A maximum of 150 people are allowed to attend a party rented under this agreement, or see #13. A "**Non-Member Party**" shall be any party that is for a non-member or organization not covered under the family language identified above. The fee for a Non-Member party or fund-raising event shall be in accordance with the following fee schedule and is based on the estimated number of people that are expected to attend the event. There will be no refunds for parties that fall short of the anticipated number of attendees; however, should a party exceed the number of anticipated attendees and puts the party into a higher rate, the fee may increase to that rate.

<u># Of People</u>	<u>Sunday – Thursday</u>	<u>Friday - Saturday</u>
up to 50	\$ 50.00	\$100.00
51 – 100	\$100.00	\$200.00
101 – 150	\$200.00	\$300.00

1. Club rental applies to inside or outside use, however; the reservation and use of outside facilities/grounds must be approved by the board prior to the event.
2. Time Limit: Up to 6 hours if the club rental begins between 9:00am and 1:00pm. Parties booked after 1:00pm may have the club until closing time.
3. Food: The member renting the club is to arrange for food or catering. The Club's kitchen and utensils may be used but are to be cleaned thoroughly and put away. If a party is catered by a professional caterer, **the catering company shall pay the Anchor Boat Club a fee equal to 10% of the catering fee assessed to the party.** Notification of this fee to the caterer is the responsibility of the member renting the club, and payment is expected to be received by the club no later than the day of the event. Failure to pay this fee shall result in a bill being sent to the caterer by the Anchor Boat Club. Should the fee remain unpaid the caterer will no longer be able to cater at the Anchor Boat Club in the future.
4. Music: Music for dancing will be allowed. Dancing must be in the banquet room only. The member will hire the music provider, in the member's name, not the Club. Music outside will end at 11:00pm.

5. All individuals present must abide by Club Rules and Liquor Laws (1:00am. closing time.)
6. Club members will be allowed in the Anchor Boat Club's barroom during events rented under this agreement. Tables shall only be reserved in the banquet room, not at the bar or in the bar area.
7. The Member is responsible for obtaining bartenders for events rented under this agreement. Parties of less than 25 people require at least one bartender. Parties of 26 to 50 people shall have at least two bartenders. Parties of 50 or more people must have a minimum of three bartenders. The Member shall make arrangements with the Bar Chairman at least one full week prior to the event to guarantee enough bar products are available. Purchase of kegs must be arranged with the Bar Chairman.
8. Cancellation of a party must be done at least 30 days prior to the event. Failure to do so could result in the reservation fee being forfeited. The clean up fee deposit will be returned.
9. Club clean up: The club shall be cleaned up by 9:00am the following day. Failure to do so or insufficient cleaning of the club shall result in the \$100.00 clean up deposit being retained by the Anchor Boat Club. Damages to club property shall be assessed to the Member reserving the club and shall include but not be limited to the replacement cost including labor, if applicable. Damage to the Anchor Boat Club during the event may result in the Member being banned from renting the club in the future **NO NAILS, TACKS OR TAPE SHALL BE USED TO HANG DECORATIONS ANYWHERE IN THE CLUB.** Clean up of the club shall include but not be limited to: cleaning of the kitchen (including club utensils, plates, etc.), party room and the floors, all trash must be emptied or cleared inside and out and can liners replaced; the bar must be re-stocked. Please strive to leave the club in better shape than you found it.
10. The Anchor Boat Club shall assume no liability for any damages to the member's supplies or rented equipment. Any damages sustained shall be resolved on an individual basis by the member.
11. The Member agrees to keep guests off of the boat docks.
12. **There shall be no gambling or games of chance played at the club at any time, including during a party rented under this agreement. This includes, but is not limited to card games, and dice games. This is in accordance with the Illinois Gaming Board. There shall be no exceptions to this rule and anyone caught violating this condition will be required to appear before the Executive Committee and could face expulsion from the Anchor Boat Club.**
13. Deviation from this agreement shall only be granted by the Executive Board and must be done prior to the event.

Date/Times of club rental: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Who/What is the party for and your relationship to them?: \_\_\_\_\_

Approximate # of attendees: \_\_\_\_\_ Do you plan on having a band or a DJ? \_\_\_\_\_

Bartenders: \_\_\_\_\_

Catering company's name and address: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ Catering Fee Charged by Catering Company: \_\_\_\_\_

Cleanup Deposit: \$ 100.00 \_\_\_\_\_