

# 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 under this agreement. The Member will be responsible for all attendees. **The Member must remain on club grounds during rental period, including set up and clean up.** Anyone that desires to set up for an 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.

Anyone that desires to rent/reserve the club must contact the Entertainment Chairperson and outline the plans for the event and obtain approval for the date. Within two weeks of the request, the Member shall submit the appropriate rental fee (if any), **a \$100.00 refundable deposit**, and this completed rental agreement. All fees should be in the form of a check or money order payable to the Anchor Boat Club. If not received within two weeks of the request, the date will no longer be reserved. The fees and/or deposit along with 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 deposit and held until the event. Failure to sufficiently clean the club as detailed in #8 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 or honorary members, immediate family or teams in which they coach or teams their children are a member of. There is no fee for a **Member or Non-Member Party** occurring Monday through Thursday, with the exception of the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, Christmas Eve, Christmas Day, and New Years Eve. There is no fee for funeral gatherings on any day of the week. Applicable fees will be collected for Celebrations of Life based on member relationship to the deceased. The member must still book the event with the Entertainment Chairperson. The fee for a **Member Party** on one of the above stated holidays or any other Friday, Saturday or Sunday will be **\$100.00**. Immediate family members are defined as a spouse/significant other, sons/daughter (in-law), brother/sister (in-law), niece/nephew, mother/father (in-law), grandparents or grandchildren. Qualifying member, or immediate family events include: birthdays, weddings, anniversaries, graduations, retirements, family reunions, team or league gatherings, or any other event approved by either the Entertainment Chairperson or Executive Board. A **Non-Member Party** is any party that is not covered under the **Member Party** language above. The fee for a **Non-Member Party** occurring on one of the above stated holidays or any other Friday, Saturday or Sunday will be **\$200.00**. A maximum of 120 people are allowed to attend a party rented under this agreement unless otherwise approved by the Executive Board. Cancellation of a party must be done at least 14 days prior to the event. Failure to do so could result in the rental fee being forfeited. The deposit will be returned.

1. Club rental applies to the banquet room and, with prior approval from the Entertainment Chairman, may also include the adjoining outside patio. The outside building, next to the parking lot may also be rented. No reserved seating or decorating is to be done in any other area of the club as members will continue to have access to the club. Guests must stay off of docks.
2. Time Limit: Up to 6 hours for events beginning before 12:00pm. Parties after 12:00pm may have the club until 2:00am.
3. Food: The Member may provide food for their party by ordering/bringing food in 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, **the caterer will pay the Anchor Boat Club a fee equal to 10% of the catering fee assessed to the party.** Notifying the caterer of this fee is the responsibility of the member signing this agreement. Catering fees are expected to be paid to the club no later than the day of the event, unless other arrangements are made with the Entertainment Chairperson. Failure to pay this fee could result in the caterer not being allowed on the premises. Should the fee go unpaid, the caterer will no longer be able to cater at the club.
4. Music: Live music or DJ’s are allowed. Dancing must be in the banquet room or adjoining patio only. Outside entertainment must end by 11:00pm. Any contract for paid entertainment shall be entered into solely by the member and will only be the financial responsibility of the member. The Anchor Boat Club will enter into no contracts for entertainment for a private party held at the club.
5. All individuals present must abide by Anchor Boat Club Rules and the ordinances and laws of the State of Illinois and Sangamon County. All party’s guests are to leave the premises by closing time, which is 2:00am, no exceptions.

6. Member must arrange for club members to bartend their events. In general, parties of up to 40 should have at least one bartender. Parties of 41 to 80 should have at least 2 bartenders, and parties of 81-120 should have at least 3 bartenders. Your bartenders will be expected to serve normal club patrons as well. Failure to secure bartenders for an event could result in forfeiture of the \$100.00 deposit. At least one bartender should have BASSET Certification on file with the club. Members should make arrangements with the Bar Chairman at least two weeks prior to an event to guarantee enough bar products are available. Special requests are subject to the Bar Chairman's rules. The bar is to be restocked at the conclusion of an event.

7. Club clean up: The club shall be cleaned up at the end of the event, unless other arrangements are made. Failure to do so, or insufficient cleaning of the club will result in the \$100.00 deposit being retained by the Anchor Boat Club. Damages to club property will 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 can 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: wiping down tables and chairs; cleaning of the kitchen (including club utensils, plates, etc.), party room and the floors, all trash must be emptied or cleared inside and out, can liners replaced; and the bar must be restocked. Please strive to leave the club in better shape than you found it. Use of club owned tablecloths will require they be returned after being laundered and must be free of stains.

8. The Anchor Boat Club will assume **NO LIABILITY** for any damages to leased equipment. Any damages sustained shall be resolved on an individual basis by the member with whomever they have leased any equipment. The Anchor Boat Club will not be held responsible for any injuries sustained by patrons of a party rented under this agreement. It is the member's sole responsibility to notify all guests of a party rented under this agreement of this clause.

9. **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.**

10. Any deviation from this agreement shall be sought from the Executive Board prior to the event.

Date of club rental: \_\_\_\_\_ Times of Club Rental: \_\_\_\_\_ Banquet Room or Outside Building  
(Circle one)

Who is the party for? (Please indicate name of individual or organization): \_\_\_\_\_

Description of event (ie. birthday/fundraiser): \_\_\_\_\_

Member's relationship to subject of the party (son/friend/co-worker/coach) \_\_\_\_\_

Approximate # of attendees: \_\_\_\_\_ Do you plan on having a band or a DJ? Yes or No

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

Catering company (name/address): \_\_\_\_\_

Catering Fee (10 % of pre-tax amount charged by caterer) \$ \_\_\_\_\_ Deposit: \$ 100.00 Rental Fee: \$ \_\_\_\_\_

\_\_\_\_\_  
Member Signature (acknowledges having read and agree to all conditions)

Date Submitted: \_\_\_\_\_