

# Rock Island Conservation Club Rental Contract

RICC Rental Chair 4101 8th Ave Moline IL 61265 Phone 563-265-4534 [RICCRentals@gmail.com](mailto:RICCRentals@gmail.com) RICCNNEWS.COM

RICC is a **NON SMOKING** facility. Prices are for the 2018 rental year only and are subject to change per calendar year.

Please read this contract thoroughly, fill out completely, and write legibly! Thank you!

Rental Date: \_\_\_\_\_ Number of Hours Total: \_\_\_\_\_

Time: From \_\_\_\_\_ am/pm, TO \_\_\_\_\_ am/pm Event Type: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

RICC Member #: \_\_\_\_\_ Members and Non-Members can rent our facilities. Members in good standing receive a \$75 discount off a 12 hour rental and a \$25 discount off a 4 hour rental.

Circle One: CLUBHOUSE PAVILION BOTH

Hours for the event: Time includes the total time you will be in the club, pavilion, or on the grounds for your event. This does include set up, decorating, tear down, the event, and clean up. Rental Fees are as follows.

- 4 Hour Event \$165.00 (plus clean up fee)
- 12 Hour Event \$315.00 (plus clean up fee)
- \_\_\_\_\_ Additional Hour(s) at \$20/hour
- Total Hours \_\_\_\_\_

Rental Fee Total= \$ \_\_\_\_\_ Rental fee to be paid immediately with this contract. **The rental fee and contract hold your date.** Please make check payable to RICC.

Deposit: The damage deposit is to be paid at minimum one month prior to the event. Check made out to RICC. If there is no damage or theft after the event, the damage deposit check will be voided and returned. This process may take up to 1 month after the event.

- \$150 deposit
- \$200 deposit (includes TV rental)

Clean Up: Please choose one. (Renters are responsible for setting up tables and chairs for the event.) Please write a separate clean-up check. Make check payable to RICC, Caretaker.

- \$35 Clean Up Fee: Fee for all clean up not specified in this contract. At the end of the event, the renter is responsible for...
  - Cleaning off all tables and chairs
  - Putting all tables, chairs, and club décor away and back where you found them when you arrived.
  - Taking out all trash to the dumpster located in the parking lot.
- \$100 Clean Up: Renter would like the caretaker to take care of the entire clean up including all duties listed above.

**Bar:** Lakeside Lounge and Tap- ALL alcohol must be purchased through our bar. Any alcohol found not purchased through our bar will be subject to forfeiting all of the damage deposit. Bartenders are to be paid a minimum of \$50 each for the first 4 hours and \$9 each per hour after the first 4 hours. We require one bartender per every 50 people attending. However, if you are ordering a keg it is a requirement to have a minimum of 2 bartenders.

# Of Bartenders: \_\_\_\_\_ Time: FROM \_\_\_\_\_ am/pm, TO \_\_\_\_\_ am/pm

**Special Order Alcohol:** Kegs cost \$220 each for domestic beer and additional for imports based on type. Champagne is \$20/bottle. Person paying for special order alcohol must be 21 or older. Keg fees and any special order alcohol must be paid 3 weeks prior to event. Bartenders and/or Rental chair have the right to call in another bartender if needed at the renter's expense.

# of Kegs: \_\_\_\_\_ Type of Beer: \_\_\_\_\_

# of Bottles of Champagne: \_\_\_\_\_

Special Requests: \_\_\_\_\_

Total Special Order Alcohol: \$ \_\_\_\_\_

**Devices to Rent:** TV rental is an additional \$25 charge and an additional \$50 damage deposit. The 65" Plasma HD TV is equipped to be used with a computer or disc player. Remotes and cables will be made available at time of rental. You must supply your own ancillary devices. Any damage or loss of equipment will be deducted from your damage deposit.

- TV Rental, \$25 charge (Please check the \$200 damage deposit below.) We do provide free WIFI.

**I have read, understand, and agree to the terms and conditions of the Rental Agreement terms and conditions.**

\_\_\_\_\_ **Please initial. This area must be initialed to rent the facility.**

**Name of Renter:** \_\_\_\_\_

**Signature of Renter:** \_\_\_\_\_

Please mail this contract and rental fee to: Melia Lackey RICC Rental Chair 4101 8<sup>th</sup> Ave Moline, IL 61265. **The contract and rental fee will hold your date.** The damage deposit and clean-up fee (2 separate checks) is due at minimum 1 month prior to the rental. **The bartenders are to be paid the day of the rental. Any questions or concerns please contact Melia Lackey Rental Chair. Call/Text/email**

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Office Use Only:

- Rental Fee \_\_\_\_\_
- Damage Deposit \_\_\_\_\_
- Clean Up Fee \_\_\_\_\_
- Deposit Returned \_\_\_\_\_