

Rock Island Conservation Club
2421 Big Island Rd
Milan, IL. 61264

Dear Prospective Renter:

Thank you for your interest in renting our facility for your event. It gives us great pleasure to describe our clubhouse for use during your special event.

With a 4, 6, 8 or 12 hour rental, you have full access to the inside of the building – with a hall that will seat approximately 100 people. Oblong tables and chairs are in the clubhouse for your use. We also provide a large kitchen with two refrigerators, large stove, microwave, and coffee pot. We have free WiFi, and a 65 inch TV with cable for rent for a modest fee. The TV is equipped to be used with a computer, or disc players. **(You must supply your own ancillary devices i.e. computer, disc player).** TV remote and cables will be made available at time of rental.

We also have an optional bar area **Bartenders are to be paid a minimum fee of \$50 per bartender per 4 hour rental, and \$9.00 per hour per bartender after the 4 hour rental time.** A beer keg requires two bartenders as well as parties with 50 people or more. **Bartenders are to be paid the day of the rental.** With the building rental, we also reserve the picnic pavilion next to the building, back patio and the back deck for your use. With one of the lakes as a background, it can make for a very picturesque scene for remembrance of your special day.

Enclosed are two copies of the rental agreement. One is your to keep, and the other must be signed and returned with the rental payment, clean up fee, keg fees (if applicable) and \$150 deposit. Deposit will not be cashed, it will be held until after your rental and then the check returned to you if there are not issues with your rental. **You name is penciled in for two weeks from the date you have received your letter. If the contract is not returned by the end of the two weeks with payments, your name will be removed from that date and available for new rentals.**

Please make sure you thoroughly read the rules of our facilities. Please **NO CONFETTI** inside our clubhouse or on our club grounds. Having confetti will result in the loss of your deposit.

If you have any other questions, please contact me Melia Lackey 563-265-4534 or email riccrentals@gmail.com. Please leave a voice message if I am not available at the time of your call.

Thank you
Melia Lackey
RICC Rental Chairperson

Rental Agreement checklist:

- ❖ Rental Payment
- ❖ Deposit
- ❖ Clean up fee check made out to – RICC
 - \$35 standard clean up fee
 - \$100 Full clean up fee (see agreement for explanation)
- ❖ Keg Fee (if applicable)
- ❖ Bartenders are to be paid at the beginning of the event