

**ST ROSE DEVELOPMENT CLUB
COMMUNITY BUILDING RENTAL AGREEMENT**

Full rental: \$600 Good standing Member \$200

Small room: \$150 Good standing Member \$75

Renter's Name _____

Address _____

Telephone _____

Date & Time of Event _____

Type of Activity _____

Space Renting **ENTIRE BUILDING** or **SMALL MEETING ROOM & KITCHEN**

of people _____

INSURANCE REQUIREMENTS: Renter must provide evidence of liability insurance at time of reservation. If renter is an organization, a Certificate of insurance must be provided. If renter is an individual a copy of Homeowner's or Personal Liability Insurance policy must be provided.

NOTHING CAN BE ATTACHED TO DOORS, WALLS, OR CEILINGS BY ANY MEANS

10% of the deposit will be kept if the booking is canceled. Cleaning fee applied if SRDC does cleaning - \$100.00.

Deposit 100% of Rental Fee Due ASAP \$ _____

Extra Day needed for setup fee (\$75) \$ _____

TOTAL \$ _____

**Drinks could be ordered using the St. Rose Development Club License.
Contact Brent Schwierjohn -618-772-8311 (bar manager)**

ANY COOLERS BROUGHT INSIDE MUST STAY IN KITCHEN

As renter of the facility at St. Rose Community Building, the undersigned agrees to protect, indemnify and hold harmless SRDC from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about the premises, causing injury to any person or property; the undersigned further agrees to protect, indemnify and hold harmless SRDC from any and all claims, cost or expenses arising from any failure of the renter in any respect to comply with or perform all requirements or provision of this agreement, or of any applicable law or ordinance during the period of use.

Signed _____
(Renter)

Date _____

Send signed agreement to: ritajansen1975@gmail.com or mail with the deposit check to: Rita Jansen
17821 Terrace Dr., St. Rose, Il. 62230- MAKE CHECKS OUT TO SRDC.

Call 618-604-3588 Rita Jansen w/questions – St. Rose Development Club Rental Coordinator

DROP OFF KEY AT RITA'S HOUSE WITHIN 24 HOURS AFTER RENTAL

SRDC BAR POLICY

- 1) If the renter wants SRDC to serve alcohol via barrels (IE ½, ¼ barrels) a special liquor license must be obtained and may require an additional insurance policy to be purchased
- 2) If the SRDC bar is open no alcohol shall be brought in unless agreed upon by the acting bar manager
- 3) SRDC shall provide bar tenders at the amount of \$15 per hour per bartender. Renter may provide extra bartenders as long as SRDC bar tender/s are present and is agreed upon by acting SRDC Bar manager
- 4) Large events at SRDC Park requiring extra bar areas or special set up will be charged \$150.00 for set up and tear down
- 5) Large events at SRDC Community building requiring extra attention or set-up will be charged an additional \$75 charge
- 6) A gratuity of 15% will be added to the final bar invoice for any event that will not be charging attendees “Open bar” situations
- 7) Member pricing, A member of the SRDC is classified as someone who has paid there dues at a minimum of the last 3yrs and has worked/volunteered at SRDC Fundraisers. A renter is not able to just pay 3yrs membership in order to receive the member price. It should be noted that if a member in good standing uses his/her membership to get a discounted rate for a rental for anyone other than themselves they will be held liable for any issues, damages, lawsuits and shall provide proof of insurance coverage for that rental and maybe be subject to loss of membership if issues should arise.

Initialed _____ Renter
Initialed _____ SRDC

ST ROSE DEVELOPMENT CLUB COMMUNITY BUILDING CLEAN-UP CHECKLIST

Any decorations must be taken and disposed of! Nothing on walls or ceilings!

MEETING ROOMS:

FLOOR SWEPT

TABLES & CHAIRS RETURNED TO ORIGINAL SETUP

LIGHTS OFF - **LIGHTS STAY ON BY BAR AREA (3)**

AIR CONDITIONER SET TO **78** TEMP

HEAT SET TO **60** TEMP

KITCHEN:

COUNTER TOPS WIPED OFF

FLOOR SWEPT

REMOVE ANY FOOD BROUGHT FROM THE REFRIGERATOR

PLEASE PLACE TRASH IN OUTSIDE DUMPSTER (NEW TRASH BAGS UNDER SINK)

ALL DIRTY TOWELS AND WASHCLOTHS PUT IN SINK

BATHROOMS:

TOILETS ARE FLUSHED

TRASH IS PICKED UP

FLOOR SWEPT

As renter of the facility at St. Rose Community Building, the undersigned agrees the building was left in the condition it was when originally rented.

Questions call Rita Jansen 618-604-3588 – **Please sign the form and drop off the key and form at Rita's house.**

RENTAL INCLUDES DAY OF EVENT ONLY (UNLESS NOTED DIFFERENT), KEY MUST RETURNED WITHIN 24 HOURS OF RENTAL. EVERYTHING NEEDS TO BE CLEANED BY 10:00 THE FOLLOWING DAY

Signed _____
(Renter)

Date _____