



**HALL RENTAL AGREEMENT  
FOR  
MEMBER**

Rental Date \_\_\_\_\_

Bartender: \_\_\_\_\_

Person Renting Hall: \_\_\_\_\_ Phone# \_\_\_\_\_

Time of Reservation: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Estimated Number Attending: \_\_\_\_\_ Other: \_\_\_\_\_

Arrangements for Decorating: \_\_\_\_\_

**\*\* I have read the current Club rules and I understand that I am responsible for all charges to be paid and any damages that may incur during the time I have the club reserved. I also agree to be on the premises during the time specified on the contract. \*\***

Signature of Person Renting: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Rental Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

**\$250 Deposit Received:** \_\_\_\_\_

☐ Check  
☐ Cash

**Returned Date:** \_\_\_\_\_

|                                                             |           |  |  |
|-------------------------------------------------------------|-----------|--|--|
| Sunday through Thursday Rentals @ \$100 (4 hour rental)     | 100.00    |  |  |
| Friday or Saturday Rentals @ \$200 (6 hour rental)          | 200.00    |  |  |
| Bartender for Cash Bar (2 if over 75 people attending)      | 50.00 per |  |  |
| Keg Beer requested (Arranged and paid to House Chairperson) |           |  |  |
| Kitchen Use (use of dishes or ovens for warming)            | No Charge |  |  |
|                                                             | BALANCE   |  |  |

**\*\* NOTE: Kitchen use, any appliances or dishes used must be cleaned or washed.**



## Hall Rental Agreement

General Club Rules – Applicable to all Rentals

The following are rules for all Rentals Member and Non-Members and Subject to change.

- All Reservations for Hall use are on a First Come First Served basis only.
- Hall Rental is for the Hall Space only and does not include any outside grounds.
- All reservations must be made with the **Rental Chairperson**.
- A **\$250** Deposit is required to hold and lock the date requested.
- Cancellation of event within Thirty (30) days or less of the event will result in a **forfeiture** of deposit
- The person renting the hall and whose name is on the paperwork is responsible for any damage, or club-owned items taken from the premises.
- All Fees must be paid two weeks (14 days) **PRIOR** to the rental event date.
- There is a six (6) hour time limit for any rentals on **Friday** or **Saturday**. Premises must be vacated within that time limit and no later than 11pm. Club will **NOT** be closed to Members during regular hours.
- There is a four (4) hour time limit on any rental on **Sunday** through **Thursday**. Premises must be vacated within that time limit and no later than 11pm. Club will **NOT** be closed to Members during regular hours.
- **State Law** and the **Club Liquor License** prohibit any alcoholic beverages from being **brought onto** the premises or taken **out of the building**.
- **All alcoholic beverages are to be purchased and consumed inside the club by a person of at least 21 years of age.**
- **The Whitmore Lake Rod & Gun Club board members** and **acting bartender** reserve the right to refuse service of alcoholic beverages to any person.
- **Club appointed Bartenders are required during a rental when guests will be utilizing the bar for an additional fee.**
- **Decorations:** any decorating done by renters must be done during the time frame agreed upon by renter and Rental Chairperson only.
  - **No** Confetti or smoke machines allowed.
  - **No** tape, pins, or nails are to be used on walls to hang decorations.
  - **All** hanging and table decorations must be removed during the final ½ hour of scheduled end of party.
- Any outside entertainment must be discussed with **Rental Chairperson** during scheduling of the event.
- **NO animals are allowed anywhere on premises. Exception: Licensed Service Animal.**
- Maximum number of people allowed at one time in the rental **cannot exceed 185** people.
- **Renter is responsible for cleaning up all trash, take all trash bags to dumpster, light sweeping of floors, and rearrangement of tables. Please leave hall in good condition as you found it for the next renter.**

I have read the above rules and information and agree to abide by the aforementioned rules.

Signature \_\_\_\_\_ Date \_\_\_\_\_