



Banquet Hall Rental Agreement

Portage Rod and Gun Club Inc. W10450 State Road 16, Portage WI 53901

Name _____ Rental Date _____

Address _____

Home Phone _____ Cell Phone _____

Type of Function _____ Estimated number of Guests _____

Start Time of Function _____

Terms & Conditions

In order to be eligible to rent the hall at member prices, the member must be in good standing for at least four months before submitting an agreement application. Otherwise the renter will be charged non-member prices.

Rental Fees

Portage Rod and Gun Club only accepts cash or checks for all Rental Fees and Security Deposits.

Please check one:

Partial Day Rental (4 hours)-\$200 (\$250 for non-members) Renters will have access to the building 1 hour prior to the start of the event for set up and 1 hour concluding the event for clean-up. Additional time may be added on for an additional cost of \$50 per hour. Rental Fee includes two bartenders.

All Day Rental \$400 (\$500 for non-members) for all day rental. Renters will have access to the building from 10am the day of to 12am the following morning. Arrangements can be made with your contact at the Portage Rod and Gun Club. The rental fee must be paid no later than thirty (30) days prior to scheduled event. Rental Fee includes two bartenders.

Security Deposit

\$150.00 security deposit is required for all rentals in addition to the Hall Rental Fee. All deposits are due upon signing the agreement. Deposit fee will be returned if there is no breakage, damage, or loss to the building contents, or additional expenses incurred due to event. Any breakage, damage, loss, or additional expenses incurred exceeds \$150.00 the undersigned agrees to reimburse Portage Rod and Gun Club Inc. for the excess within ten (10) days. Deposit is non-refundable due to cancellation.

Food and Beverage

Food may be brought in. Use of the kitchen is limited to use of the refrigerator only. No one under the age of 16 years old is allowed in kitchen at any time. No use of grill, oven, deep fryer or microwave is allowed. All beverages must be purchased at bar. Special requests for beverages out of the ordinary must be submitted with security deposit. Portage Rod and Gun Club has limited space for food storage. Contact your representative to talk about additional options for refrigeration. Crock Pots and other small appliances for keeping food warm is allowed. PR&GC does not supply any serving utensils, plasticware, plates etc. Renters are responsible for bring these items and removing them afterwards. PR&GC will supply garbage bags.

Alcohol beverages-**NO ALCOHOL BEVERAGES** of any type will be brought into the hall at anytime.

NO person under 21 years of age will be served any form of alcoholic beverage. Portage Rod and Gun Club bartenders will be checking ID's of any guest that appears to be under the age of 21 years. Only Portage Rod & Gun Club Bartenders are allowed behind the bar at any time.

Cleanup

Clean-up of the banquet hall will be completed no later than one (1) hour after the end of the scheduled time. Renter shall adhere to the following instructions for clean-up of the facility:

(a) Banquet Room.

Table trash, cups, plates, plastic-ware, cake, food, decorations, etc. will be gathered and placed in proper receptacles. Floors are to be swept. All cups will be emptied into the sinks before being placed in the trash receptacles.

(b) Restrooms.

Trash will be picked up from the bathroom floors. Floors are to be swept.

(c) Outdoors/Deck.

Trash will be picked up outside the building. Cigarette butts, cups, miscellaneous items left outside and on the deck area, shall be disposed of in proper receptacles.

(d) Kitchen

The kitchen is to be left as it is found.

Any necessary clean-up made by the Portage Rod and Gun Club of any items (a) through (d) will be charged and withheld from the security deposit.

Decorations

Renter agrees that decorations shall NOT be attached to the walls, ceilings, existing wall decorations, woodwork, ceiling fixtures, window treatments, by use of nails, scotch tape, staples, etc. No open flamed candles are allowed. All open flames must be contained in a glass container, with the top of the flame no higher than one inch from the top.

Closing Times

The bar will close at 12:00 A.M. and the hall will close at 1:00.

Additional Information

1. Portage Rod and Gun Club is rented as is. Alterations to the facility are not permitted: pictures, trophies, lamps, furniture and other day to day decorative accessories may not be relocated or removed from the premises.
2. No nails, staples, screws, pins, tape or adhesives of any kind may put into walls ceilings or floors.
3. No rice, confetti, birdseed, or other unapproved "celebration materials" shall be allowed inside or outside the facility. Please check with Portage Rod and Gun Club if a certain material is unapproved.
4. DJ's/musicians must be finished by 12:00 midnight. This allows time to dismantle equipment and be out by 1 a.m. A breach of contract occurs if the vendor is not out of the building by 1 a.m.
5. All materials and trash brought in by renter must be removed form the premises by the renter.
6. The maximum capacity of the facility is 200 persons including any club staff.

The Portage Rod and Gun Club incorporated, reserves the right to close-down at any time, due to: fights, destruction of club property, or abusing club personnel (verbally or physically). All damages and missing property will have to be paid for by the renter.

I have read the above policies and will comply with the terms of this agreement.

Renter's Signature _____ Date ____/____/____

Club Representative _____ Date ____/____/____

Security Deposit: \$ _____

Payment in full Due on ____/____/____

Payment made on: ____/____/____ In the amount of \$ _____