



AURORA TURNERS
A SOUND MIND IN A SOUND BODY

FACILITY EVENT SPACE RENTAL AGREEMENT

Member Name: _____ **Member Number:** _____

American Turners Member Since (year): _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Date of Event: _____ **Day of the Week:** _____

Start Time: _____ End Time: _____

Type of Event: _____ Number of Guests: _____

Banquet Room Pavilion Upstairs Club

Room Charge Paid: \$ _____ Deposit Paid: \$ _____

Method of Payment:

Cash Credit Check (#) _____

Menu Choice: _____

Bar Choice: _____

Member Signature: _____ **Accepted By** (*Aurora Turners Staff*): _____

EACH PARAGRAPH ON PAGES 2 AND 3 MUST BE INITIALED BY THE RENTING MEMBER

Copy of Driver's License Copy of American Turners Card **Contract Date:** _____

By signing and initialing this contract, you are indicating that you have read this rental contract and that you agree to the terms and conditions outlined on the following pages. As the member renting these facilities, you are responsible for the actions and behaviors of your guests and agree to follow the rules of the Aurora Turner Club.

Any violations could result in disciplinary action and/or loss of membership.

RENTAL CONTRACT – TERMS & CONDITIONS (Review & Initial Each Line)

Food for Downstairs Banquet Room and Upstairs Club Room may be purchased from the Aurora Turner Club Catering Menu seven days per week with the exception of Desserts (cakes, cookies, other to be approved by Staff) and Ice Cream (this excludes the Pavilion). If outside food is brought into the Club without prior notice and conflicts with this signed contract, it will result in a loss of deposit – No Exceptions. Menu items and final head count must be made two (2) weeks prior to event. All fees and payments must be paid in full two (2) weeks prior to event. A 15% service charge will be added to all food orders.

All beverages must be purchased through Turners, including Pavilion Rentals. This includes champagne, kegs of beer and soda, energy drinks or anything liquid that could be used as a beverage or mixer are not allowed to be brought onto Turner Club Property. You may bring in bottled water and/or juice boxes or purchase them from the Club. The Aurora Turner Club will set pricing. Additional charges apply for special orders. Final beverage order must be made two (2) weeks prior to event. Pavilion rentals that will be serving alcoholic beverages other than a keg of beer require a \$50.00 set up charge. A bartender at all events is mandatory.

Only Aurora Turners Members may rent our event rooms/spaces. The member renting the room/space must remain in that space for the duration of the event. An Aurora Turners Bartender will hold the renting member's Driver's License until the end of their event. The member renting is responsible for any damage to club property by any guest in attendance at their rental function. Absolutely no money shall be taken from the renting member's guest at the door during the time of the rental or at any time whatsoever.

The full deposit and rental fee must be paid in full at the time of booking. The date will not be saved until the fees have been paid in full and signed by both the member renting and the Aurora Turner Club Personnel. Aurora Turners has the right to refuse any rental. Deposit fees may not be used toward catering, beverages or service. Events will accommodate a minimum of 25 people to a maximum of 200. Should there be more than 200 people in attendance, it will result in the loss of any deposit. All rentals must be made with the Aurora Turners Office Personnel.

Rental Deposits will be issued after the scheduled/booked event and are dependent upon final inspection by cleaning and office personnel. Any damage and/or additional cleaning costs will be deducted from your deposit. You may not use any glitter, confetti or tape of any kind on the walls. No exceptions or your deposit will be forfeited. All tables and chairs must be cleaned off and put back where they were initially found; chairs must be placed upside down on tables. All decorations must be removed.

Rental cancelations must be submitted in writing to office personnel thirty (30) days prior to rental function in order to receive full rental and deposit refund. Otherwise, the deposit will be forfeited.

Standard rental is for a maximum of six (6) hours. All guests must be out of the downstairs banquet room by 12:00pm midnight Monday through Saturday; and 8:00pm on Sunday or at the bartender's discretion. All-day Rentals are available at double the standard rate.

Illinois State Law requires that all rentals have a bartender present, including pavilion rentals. For a downstairs rental, a minimum of two (2) bartenders are required for any party that is scheduled to go past 8:00pm or that starts after 6:00pm. All bartenders, including pavilion rentals, must be present for the duration of your rental.

All renters and their guests must abide by all Local, State and Federal laws. No alcoholic beverages will be served to any persons under twenty-one (21) years of age. No smoking in building. If violated, the party will be shut down immediately and the member renting will be subject to disciplinary action and loss of deposit.

All children seventeen (17) years of age and under are not allowed outside of the downstairs banquet room.

Aurora Turners reserves the right to control the volume and tone of music played during any rental. Any hall rental that has music that is deemed too loud by an employee or officer of the Aurora Turner Club, or that contains an excessive amount of bass, may be asked to lower the volume or bass level at the Club's discretion. By signing this contract you agree to this stipulation. No bands or DJs are allowed in the Pavilion due to City Ordinances.

Monday through Thursday Bowling Banquets will be charged a \$150.00 rental fee plus a \$150 deposit. Aurora Turners Event Menu is required. All other rules apply.

Arrangements for decorating, flowers, music, etc. will be made with the office personnel. Notifications of such arrangements will be made no less than one week prior to rental. No tacks, tape or nails are to be used on the ceiling or walls. All set up of decorations, flowers, musical equipment, etc. will be done on the same day as the rental date unless otherwise discussed with office personnel. An Aurora Turners member must be present while decorating unless otherwise approved by office personnel.

The Aurora Turners Member renting and named on this contract **MUST** be present for the duration of the event and this agreement must be signed by the Renting Member. A Turners Member may bring up to 5 guests. Non-members are not allowed in the upstairs club after an event in the downstairs banquet room. Any violation of these terms will result in the loss of deposit.

RENTAL CONTRACT – ADDITIONAL ROOM POLICIES

Bartender hourly rates will be charged for the agreed upon start and end times. This will not be based on your guest being present in the room so please plan accordingly.

Room is available only for the time agreed beforehand.

Room rental is for six (6) hours. All parties must end by 12:00pm midnight Monday through Saturday, or 8:00pm on Sunday (at the discretion of the Bartender). Last call for alcohol is 11:30pm Monday through Saturday and 7:30pm on Sunday.

We require a firm number of people expected at the event at least three (3) days prior. This will be the number of guests you will be charged for unless you have additional guests the night of the event.

Buffet will be out no more than 1 ½ hours for sanitation purposes.

We require the full deposit and room rental fee to secure the date and time of your function. The deposit is due at the time of booking. Deposits cannot be used toward catering, beverages or services.

Beer and alcohol on Turner property for Room/Pavilion rental must be purchased through Aurora Turners. If beer or alcohol NOT purchased through Aurora Turners is found, you will **forfeit your deposit and jeopardize your membership**.

RENTAL CONTRACT – VIOLATIONS/CHANGES

By signing and initialing this contract, you agree and acknowledge that you (the signer) are responsible for any and all terms and conditions and that violation of any terms and conditions of this contract may result in the forfeiture of your deposit and/or Aurora Turners Club has the right to stop/cancel the event immediately.

Any changes to or deviations from this contract will be at the discretion of the Board of Directors.