



# Hall Rental Application

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## Member Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Event Information

Type of event \_\_\_\_\_

Estimated number of attendees \_\_\_\_\_

Date \_\_\_\_\_ Time *(From/to)* \_\_\_\_\_

## Important information for applicant

- The use of the EGC clubhouse is made available to members for events held in certain times.
- Events on weekends must start after club closes at 5 p.m. Set-up may begin at 3:30 p.m.
- All events are subject to availability of club attendee/bartenders.
- Members are responsible for a \$75 fee to each attendee/bartender. Events with more than 50 people require two attendees/bartenders. This fee is paid directly to the attendee/bartender.
- A \$50 fee will be collected by EGC for use of kitchen ovens, fryers, sink, utensils, etc.
- A \$350 refundable deposit will be collected with this application. \$100 will be forfeited if event is cancelled by applicant within 30 days of scheduled date. \$250 will be forfeited if club is not returned to its original arrangement and cleanliness. This includes main clubhouse area, deck, bathrooms, kitchen and grounds.
- This application will be reviewed by the EGC Board of Directors, after which specific details will be coordinated with you for your event.
- All coordination for the event will be done between EGC and the member making application. No non-member designees allowed.
- It is the responsibility of the applicant to be present at all times during the event. Should that person not be present at any time, the attendee/bartender will cease all activities and remove all people from the premises. Applicant is responsible for the actions of all attendees of the event. Any damage to EGC property is the responsibility of the applicant.
- No alcoholic beverages may be brought onto or into EGC for consumption per state/county liquor license mandate. Non-alcoholic beverages must be purchased from EGC, however exemptions for beverages such as celebratory punch may be made with board of directors approval.
- Open alcoholic beverages may not be removed from EGC property.

**I understand the aforementioned regulations and responsibilities. Failure to comply may constitute my dismissal from Edwardsville Gun Club and any applicable criminal and/or civil penalties.**

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

Board of Directors verification (signed): \_\_\_\_\_



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## Fee Worksheet

<b>Attendee/bartender(s)</b> each @ \$75 <i>(additional bartender required if more than 50 attendees)</i>	_____
<b>Kitchen use</b> @ \$50 <i>(oven, stove, fryers, sink, utensils, etc.)</i>	_____
<b>Bar option</b> <i>(open bar and billed at end of night, cash bar, open on select items, special purchase beer/wine/liquor, etc.)</i>	_____
<b>Coffee</b> <i>(\$15 for event under 75 attendees; \$25 for more than 75)</i>	_____
<b>Iced tea</b> <i>(\$10/pitcher, approx. 3 gallons)</i>	_____
<b>Cleaning deposit</b> @ \$250	\$250
<b>Cancellation deposit</b> @ \$100	\$100
<b>TOTAL</b>	_____

*Payment due upon receipt of invoice*

REVERSE SIDE MUST BE COMPLETED

**FOR EGC USE ONLY**

Membership verified :                      Yes      No

Board approval date: \_\_\_\_\_

Entered on calendar:                      Yes      No

Assigned attendee/  
bartender name(s): \_\_\_\_\_

Deposit collected:                      Yes      No

Check number: \_\_\_\_\_