



998 Westlake Drive, Jerseyville, IL 62052 (618) 498-2011

**CLUBHOUSE BANQUET ROOM/ OUTSIDE AREA RENTAL CONTRACT**

Westlake Country Club agrees to rent its Banquet Room/Outside Area to:

**(Renter's Name)**

On the terms and conditions set forth below.

This Contract is a binding contract between Westlake Country Club and the Renter named above. Upon return of this signed Contract and deposit payment to the Westlake Country Club Manager, Renter may use the Banquet Hall as follows:

- |                                                                  |                   |                   |
|------------------------------------------------------------------|-------------------|-------------------|
| <b>Rental of Banquet Room</b>                                    | <i>Member</i>     | <i>Non-Member</i> |
| * includes (15) round tables, serving tables, and chairs for 250 | 0-4 hrs. \$200    | 0-4 hrs. \$300    |
| * 2 ½ hours before event to decorate/setup                       | 4-8 hrs. \$300    | 4-8 hrs. \$400    |
| * 1 hour after event for cleanup                                 | Over 8 hrs. \$400 | Over 8 hrs. \$500 |

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- |                                           |          |
|-------------------------------------------|----------|
| <b>Kitchen Rental</b>                     | \$200.00 |
| * includes plates, glasses and silverware |          |
| *dishwasher and table busser              |          |

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|---------------------------------------------|-------|
| <b>Bar area</b>                             | \$100 |
| Members will be allowed to use the bar area |       |

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|---------------------------|---------------------------------------|
| <b>Table cloth rental</b> | \$8.00 per table for Black or white   |
|                           | \$10.00 per table for any other color |

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|----------------|-------------|
| <b>Napkins</b> | \$2.00 each |
|----------------|-------------|

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|-------------------------------------------------------------------|---------------------------------------|
| <b>Additional linens for registration, buffet and side tables</b> | Determined based on size and quantity |
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| <b>Outside Wedding</b>                      | \$500 |
| Renter is responsible for tent/chair rental |       |

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|-----------------------------------------|---------------|
| <b>Bartender/Server</b>                 | \$14 per hour |
| Westlake recommends                     |               |
| 0-50 people- 1 server and 1 bartender   |               |
| 1-100 people-2 servers and 2 bartenders |               |

- **Additional Bar in Banquet Room/Outside** \$50  
Additional Bartender \$14 per hour
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- **Westlake Personnel Setup**  
\*Included - vacuum and standard setup  
Additional setup \$14 an hour
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- **Additional set up time for renter** \$100 evening before  
At discretion of Manager
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- **Clean up**  
\*Included – vacuum and removal of table clothes  
Renter is responsible for picking up, bagging  
and putting trash in the dumpster outside of the  
banquet room  
**Failure to comply will result in a \$100 cleaning fee**
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**\*AT TIME OF BOOKING- \$200- Security/Damage Deposit (to be returned within 48 hours after  
assessment of event)**

**And  
50% of Rental fees**

**\*7 days prior to event all payments are required**



**CONTRACT FOR BANQUET HALL RENTAL AND/OR OUTSIDE AREA**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (C) \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Time: \_\_\_\_\_ Number of Hours \_\_\_\_\_

Guest Count: \_\_\_\_\_

Number of Tables needed \_\_\_\_\_

Number of Table clothes needed \_\_\_\_\_ Color \_\_\_\_\_ **Amount Paid** \_\_\_\_\_

Number of Serving/Gift/Registration Tables needed \_\_\_\_\_

Number of Table clothes needed \_\_\_\_\_ Color \_\_\_\_\_ **Amount Paid** \_\_\_\_\_

Number of Servers needed \_\_\_\_\_ **Amount Paid** \_\_\_\_\_

Number of Bartenders needed \_\_\_\_\_ **Amount Paid** \_\_\_\_\_

Kitchen needed \_\_\_\_\_ **Amount Paid** \_\_\_\_\_

Bar area needed \_\_\_\_\_ **Amount Paid** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**OUTSIDE WEDDING**

Location of event \_\_\_\_\_

Number of guests \_\_\_\_\_

Name of outside vender(s) \_\_\_\_\_

Number of carts needed \_\_\_\_\_ **Amount Paid** \_\_\_\_\_

Liability/Indemnity/Hold Harmless:

1. Renter shall leave the Clubhouse in the same condition after the event as it was prior to the event.
2. Renter is responsible for all damage to persons or property that occur at the event or in connection with the event, or as a result of a violation of any of the terms and conditions of this Contract.

Renter will indemnify and hold harmless Westlake Country Club and its employees, staff or owners and assigns from any liability whatsoever associated with the event. By signing below, renter agrees to pay for any damage to the interior or exterior of the said property or its furnishings resulting from actions taken by renter, their guests or by any person contracted by renter for the event. The renter agrees to hold Westlake Country Club, its employees, staff or owners harmless, including court costs and attorney fees, in any legal action which may result from this events.

**Renter Signature** \_\_\_\_\_

\*\*\*Absolutely **NO** alcoholic beverages may be brought onto the premises. Per Illinois state law, all alcoholic beverages must be purchased from Westlake Country Club, no exceptions. Such unauthorized beverages will be confiscated. In the event of continued disregard for this law, the event will be terminated immediately, resulting in a forfeiture of all damage fees.

\*\*\*Cancellation: In the event of a cancellation, the Security/Damage deposit will be 100% refunded.  
100% of Deposit if canceled 21 or more days before event  
50% of deposit if 8 or more days before event  
No refund if canceled 7 or less days before event

## **GENERAL RULES AND REGULATIONS:**

The following is a list of rules and regulations to be upheld by CLIENT(S), which includes all event planners, wedding coordinators and other vendors who are involved in the planning and execution of a special event or wedding on the premises of Westlake Country Club.

### **• ABSOLUTELY NO TAPE, TACKS, COMMAND STRIPS, ETC. ON DRAPES OR THE WALLS. Failure to comply will result in a total loss of damage deposit.**

- Event set-up may begin two and a half hours prior to commencement of the event. If additional set-up time is required, Westlake Country Club can accommodate for a fee and MUST be noted in the agreement.
- All events must end by 12:00 midnight.
- All decorations must be removed without leaving damages. Be kind and leave the property as you found it. A \$100 cleaning fee will be applied for any remaining petals, bird seed, glitter, rice, bubbles, confetti, or any other remaining décor.
- No items such as drapes, etc. may be affixed to any walls. Failure to comply will result in a total loss of damage deposit.
- No furniture may be left on the premises overnight (chairs, umbrellas, arbors, or tents)
- Placements of tables, tents, live music, catering equipment etc. must be approved by Westlake Country Club management.
- Anyone observed using illegal drugs will be asked to leave the premises immediately.
- All electrical outlets on the property are available for use by the wedding parties and their vendors. The parties are welcome to inspect the locations and numbers of outlets prior to booking.
- Smoking is permitted outside of the facilities in designated smoking areas only.
- The Members' Lounge at Westlake Country Club will remain open to members at all times when it is not rented, but will not interfere with special events.
- All event trash must be disposed of in the outdoor dumpster at the conclusion of the event.



Name \_\_\_\_\_

Date of Event \_\_\_\_\_

Phone # \_\_\_\_\_

**TO CONFIRM DATE:**

50% of Payment - Amount \_\_\_\_\_ Payment form \_\_\_\_\_ Check # \_\_\_\_\_ Date Rec'd \_\_\_\_\_  
\_\_\_\_\_ Cash \_\_\_\_\_ Date Rec'd \_\_\_\_\_  
\_\_\_\_\_ Credit Card \_\_\_\_\_ Date Rec'd \_\_\_\_\_

Damage Deposit – Amount \$200 Payment form \_\_\_\_\_ Check # \_\_\_\_\_ Date Rec'd \_\_\_\_\_  
\_\_\_\_\_ Cash \_\_\_\_\_ Date Rec'd \_\_\_\_\_  
\_\_\_\_\_ Credit Card \_\_\_\_\_ Date Rec'd \_\_\_\_\_

**7 DAYS BEFORE EVENT**

**Date** \_\_\_\_\_

Payment in Full - Amount \_\_\_\_\_ Payment form \_\_\_\_\_ Check # \_\_\_\_\_ Date Rec'd \_\_\_\_\_  
(Including extras i.e. table clothes, \_\_\_\_\_ Cash \_\_\_\_\_ Date Rec'd \_\_\_\_\_  
servers, etc.) \_\_\_\_\_ Credit Card \_\_\_\_\_ Date Rec'd \_\_\_\_\_

**Credit card info**

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_ Amount \_\_\_\_\_

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

*3% fee will be added to your Credit Card*