



A Facility of the Collinsville Area Recreation District
 200 Arlington Drive ~ Granite City, IL 62040
 www.ArlingtonGreens.com ~ (618) 931-5232

BANQUET FACILITY RENTAL CONTRACT

Name: _____ Date: _____

Address: _____

Phone number: _____ Email: _____

Date of rental: _____

Time of rental: _____

Purpose of rental : _____

- I agree that during the time I have rented the Arlington Greens Banquet Facility, I assume full responsibility for my guests. This includes adhering to the rules of this application, any damages to the property, building, furnishings, and rental items.
- I agree to pay all charges incurred for this event furnished by the Arlington Greens Banquet Facility. I also agree to abide by the payment schedule listed below.
- I understand that the down payment of \$100 is not refundable should this engagement be cancelled.
- I understand that pursuant to permits granted by the State of Illinois and the County of Madison, I am prohibited from possessing any alcoholic beverages not purchased and consumed on the premises within the scope of the contract. Failure to comply with this policy will result in the lessee's immediate forfeiture of any deposit and any additional charges for damages incurred.
- Applicant's willing misrepresentation of any fact contained in the application shall constitute grounds for Arlington Greens to, without any prior notice or inquiry of any kind, immediately deny this permit.
- In consideration of the foregoing and the grants of permits hereunder and as a part of the application aforesaid, applicants agree to indemnify and hold and save the Collinsville Area Recreation District, Arlington Greens Golf Course, and any of its subsidiary companies, or any officer, director, member, agent, servant or employee of subsidiary companies harmless from and against all actions, causes of actions, claims, demands, liability, loss, damage or expense of whatever kind or nature including, but not by way of limitations, reasonable attorney fees incurred, which said District shall or may at any time sustain or incur by reason of injury to or death of others or damage to property of others arising out of or resulting from the user or occupancy by applicant or its associates of any property of said District pursuant to any granted hereunder.

Signature: _____

Tax Exempt Number, if applicable: _____

Information and Payment Schedule (To be completed by Arlington Greens Representative)					
	Cash	Amount	Visa or MC # w/expiration date	Date	AG Representative
Down Payment to Secure Date (\$100)					
Total Amount Due					
Final Payment (Due day of event)					



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Rules for Renting the Banquet Room at Arlington Greens

- This is a smoke-free facility.
- Events may be terminated without notice due to emergency or breach of rules and regulations.
- Arlington Greens reserves the right to limit the number of people allowed in the area rented.
- The setup of chairs and tables is the responsibility of the renter. The renter is also responsible for returning tables and chairs to their storage location.
- Rented items: Arlington Greens will not sign for items brought into the building by a third party to be used at time of rental. All such items must be picked up at agreed take down time. Arlington Greens will not be held accountable for loss and damage to such items.
- Arlington Greens requires that electrical equipment not be operated without prior approval.
- Arlington Greens is not responsible for the loss of or damage to guests belongings.
- All reservations are subject to facility availability and must be submitted at least seven (7) businesses days prior to the requested date.
- Arlington Greens is available 11am to 4pm daily for private parties, and from 6pm to 11pm for wedding receptions. Rental fees are double the regular rate for any reservation extending before or beyond this timeframe. Regular room rental is \$75 per hour.
- Rental time fees will be added at a charge of \$1.00 per minute if the rental exceeds the agreed rental take down time.
- Reservations cancelled within 48 hours (two business days) in advance of the rental date will receive a full refund (minus \$40 for processing).
- Cancellations made less than 48 hours (two business days) in advance will receive a 50 percent refund.
- Arlington Greens will provide a building attendant during facility rental times.
- Custodial assistance is not available during rental times. Rental rooms and equipment should be returned to the same condition as they were prior to rental. Items that are brought into the building must be removed from the building by the agreed upon time.
- There are no food storage or food preparation facilities available to renters.
- Items may not be hung or attached to any ceiling surfaces.
- Adherence of items to any painted surface is prohibited.
- Candles and other open flame sources are not permitted.

I have read and understand these rules and regulations.

Applicant signature: _____ Date: _____