



Banquet Hall Rental Agreement

Portage Rod and Gun Club Inc. W1050 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

Deposits and Rental Fees

\$150.00 security deposit is required for all day rentals and \$50 security deposit is required for Four hour rentals. All deposits are due upon signing the agreement. Deposit fee will be returned if there is not breakage, damage, or loss to the building contents, or additional expenses incurred due to event. If 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. Portage Rod and Gun Club only accepts Cash and Checks, payments of deposits and rental fees must be paid in cash or check.

**Please check one:**

- Partial Day Rental (4 hours)-\$100 (\$150 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 \$25 per hour.

- 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 you contact at the Portage Rod and Gun Club. The rental fee must be paid no later than thirty (30) days prior to scheduled event.

### Food and Beverage

Food and non alcoholic beverages may be brought in. Portage Rod and Gun Club has limited space for food and beverage storage. Contact your representative to talk about additional options for refrigeration.

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.

### 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 and moped. 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 and moped.

(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. Wipe out sinks, wipe counters, tables, stovetop clean, clean bar equipment, remove remaining bottles, cans, kegs, etc. from the site. Floors in the kitchen/bar area are to be left clean. 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 an kind may put into walls ceilings or floors.
3. The usage of candles in centerpieces is permitted only with approval from Portage Rod and Gun Club. Candles may be used on buffet tables by caterers, but only when the table/ candles are under direct supervision.
4. 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.
5. 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.

The Portage Rod and Gun Club incorporated, reserves the right to close down at any time, because of; 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

Portage Rod and Gun Club Representative

\_\_\_\_\_  
\_\_\_\_\_

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

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

Security Deposit: \$ \_\_\_\_\_

Payment in full Due on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Made on:      /      /     

In the amount of \$