

St. Joe Kickers Sport Club, Inc.
U.S. 31 between St. Joseph and Berrien Springs
P.O. Box 336, St. Joseph, MI 49085
(269) 429-1057 StJoeKickers.com

RENTAL CONTRACT

Event Date _____ Type of Event _____
Event Hours _____ Number of Persons Attending _____
Contact Person _____ Email _____
Phone _____ Other phone _____
Address _____ City _____ State _____ Zip _____

A. HALL RENTAL FEES & OTHER:

Club Room (capacity is 60 persons).....	\$200.00
Club Room & Outdoor Patio	\$300.00
Dance Hall (capacity is 300 persons)	\$600.00
Dance Hall & Club Room	\$750.00
Dance Hall, Club Room & Outdoor Patio	\$850.00
Microphone & Podium	\$ 75.00
Mirror centerpiece (each)	\$ 2.00
White linen tablecloth (each)	\$ 4.00
White linen napkin (each)	\$ 1.00

B. POLICIES:

1. The St. Joe Kickers Sport Club, Inc. and its officers/representatives and/or members shall not be liable for any and all accidents or injuries within the building or outside of the building.
2. The St. Joe Kickers Sport Club, Inc. and its officers/representatives and/or members are not responsible for any stolen or lost articles.
3. No club property can be removed from the premises at any time. The facilities are to be used with great care and respect.
4. The party signing this agreement is responsible for and must reimburse all damages.
5. A \$30.00 per hour staff fee will be charged when no food or beverage is necessary.
6. No outside catering is allowed unless approved by the banquet manager and/or President.
7. No beverages, alcoholic or otherwise are to be brought into or taken out of the club.
8. Rental fees above are for the use of our facility up to 7 hours. Additional fees may apply after 7 hours. Music is to cease playing at midnight and the premises must be vacated no later than 1:00am.
9. Removal of tables and chairs prior to an event may incur additional fees (each table/\$5.00 and each chair/\$1.00).
10. Decorating and setup are to be done on the Thursday evening prior to event between 6:00pm and 9:30pm.
11. A \$30.00 per hour fee will be assessed for any additional time needed and/or to open/close up the club.
12. No open flamed candles, confetti, glitter or birdseed is allowed. Please do not use thumbtacks or nails on any wallpapered surface.
13. To finalize plans and a firm commitment of persons attending, please contact the Banquet Manager, Edith Nickel at (269) 429-9972 or the club at (269) 429-1057 at least 21 days prior to the scheduled event date.
14. For bar information, please see "Contract for Bar Service" on our website.

C. PAYMENT TERMS:

1. A non-refundable deposit of the full rental fee will be required to reserve the facility.
2. One signed copy of this contract must be returned with the required deposit within 7 days of holding the date. Please mail deposit and signed contract to: St. Joe Kickers Sport Club, Inc., Attn: Banquet Manager, P.O. Box 336, St. Joseph, MI 49085. Please make check payable to the St. Joe Kickers Sport Club. Credit cards are accepted.
3. A second deposit of \$500.00 is due 21 days prior to the event.

4. The final balance is due in full at the end of the scheduled event. Cash, local check and credit cards are accepted for final payment.
5. A fee of \$30.00 will be charged on a check for non-sufficient funds.

I have read this agreement and hereby agree to the above terms and policies for the use of the facilities of the St. Joe Kickers Sport Club, Inc.

Print Name _____ Date

Signature _____