



Hall Rental Application

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.
- Applications must be made 60 days in advance of event to allow time to be reviewed at the next Board Meeting.
- A \$25 per hour fee will be collected at the end of the event per club bartender, with a minimum of 4 hours. One bartender is required for 1-49 attendees. Over 50+ attendees requires 2 bartenders. This fee is paid directly to the bartender by the attendee in **cash** at the end of the party and does not include tips.
- 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, Trash Removed and grounds.
- Following review by the EGC Board of Directors, **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 beverages**, including alcohol and non alcohol, may be brought into the club house or on the grounds. Open alcoholic beverages may not be removed from EGC property.
- If outside catering or food service is used, a **certificate of insurance from the caterer/provider must be submitted.**
- **NO HELIUM BALLOONS, PLEASE!**

Applicant signature: _____ Date: _____

***** Below is for Club Purposes Only *****

Club Manager/Received Reviewed _____

Board of Directors verification (signed): _____

Assigned to: _____

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.



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Fee Worksheet

***** Bartender Worksheet – Paid directly to Bartender *****

Description	Hours	Bartenders	Rate	Total Due
Attendee/bartender(s) each \$25/Hour minimum 4 hours <i>(additional bartender required if more than 50 attendees)</i>			\$25	

***** Edwardsville Gun Club Worksheet – Paid to EGC *****

Description	Standard Fee	Due
Kitchen use <i>(oven, stove, fryers, sink, utensils, etc.)</i>	\$50	
Bar options <i>(open bar and billed at end of night, cash bar, Open bar on select items, etc.)</i>		
Coffee/Tea Bulk Specialty Priced	Market	
Cleaning deposit @ \$250 <i>(Collected at time of application)</i>	\$250	
Cancellation deposit @ \$100 <i>(Collected at time of application)</i>	\$100	
<i>Total Due Edwardsville Gun Club</i>		

Deposit checks are not cashed and returned if cancellation and cleaning requirements are met.

Payment of other charges due upon receipt of invoice

Clean-Up Check List

- Trash Removed
- Tables Returned to original configuration
- Floors Swept
- Remove any items brought into the club
- Kitchen Cleaned if Used
- Bathrooms checked for cleanliness

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:		