

Riverside Club Agreement and Terms of Use

Use of the Riverside Club is subject to the following agreement and terms. The Riverside Club is a historic building on the banks of the Illinois River near downtown Havana, and has recently undergone substantial renovations to restore the grand old home to its original glory. The original portion of the building is over 150 years old. Recent upgrades include new roofing, insulation, electrical system, and high efficiency heating and cooling system, plaster restoration including crown molding and architectural details of days gone by. Further improvements are in the planning stages, and may include new kitchen facilities, upgrades to the bathrooms, and outside beautification.

It is for these reasons, the City of Havana sets forth the following terms and conditions in order to protect and preserve the historic nature. Use of the facility is under the supervision of the City of Havana and reserves the right to refuse usage at our discretion.

The Riverside Club, as well as all city buildings, is designated as a non-smoking facility therefore smoking is not allowed on the premises at any time.

Reserving the Date

All requests for use of the Riverside Club are reviewed by the City to determine availability and suitability of the event in keeping with the historic nature of the building. The application is attached to be completed and signed by the person responsible for overseeing the event. If the City determines the date is available and suitability requirements are met, the requested date will be reserved. At that time, the rental fee and security deposit are due. Monies will be held until the date of the event. The security deposit will be refunded within 36 hours after the event, if all of the following requirements are met:

1. Someone must be in charge of the event to ensure that it is conducted in a manner that is responsible and respectful of the Riverside Club and the City of Havana.
2. Tables and chairs are provided and arranged according to the regular use of the building. The applicant is welcome to rearrange as necessary, however asked to return the original position after the event. All tables and chairs used must be wiped down/cleaned due to any spillage, etc., that may have occurred during the event.
3. The upstairs is not to be used for any reason.
4. The building must be left in the same condition after the event as it was found. This may include, but is not limited to, sweeping floors, cleaning the kitchen and counters, wiping/cleaning the tables and chairs used, general cleanup of the bathrooms (if necessary), taking the garbage to the trash bins on the west side of the facility, turning off all lights. A pre-rental walk-through may be requested prior to the event, to ensure that there are no misunderstandings. A final walk-through will be done on the first business day after the event to ensure the return of the security deposit. Again, simply leave it as it was found! If the City is required to clean-up after the event, the applicant will be charged at \$25 per hour and will be deducted from the security deposit.
5. Nails, tacks, screws, hooks, picture hangers, etc., are not to be used anywhere in the building. Painted surfaces can also be damaged by tape on the walls so please be careful. Artwork on the walls of the Riverside Club is not to be removed or moved.

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6. Ice bearing chests are not allowed on the wood floors due to possible water damage.
7. Cancellation of the event must be made at least **1 week prior** to the event. Cancellations received after the 1 week time period will forfeit the rental fee.
8. Keys to the doors are specially designed and cannot be duplicated. Failure to return the key will require a locksmith to replace all locks. The applicant will be responsible for the locksmith expense.
9. Failure to follow any of these stipulations may forfeit some or all of the security deposit, and could possibly create additional charges above the security deposit fee, if there is actual damage to walls, floors, windows, furniture, loss of keys, equipment, etc. Please be sure to lock both doors when before leaving!
10. The key must be returned to Havana City Hall on the following business day after the event. All cleaning must be completed prior to returning the key.

Supplies

An initial supply of paper towels, toilet paper, hand soap, etc., are included in the agreement. The applicant is responsible for providing any supplies over and above those initially provided. Food items found in storage cabinets, the kitchen, and/or refrigerators are the property of the City of Havana and are not to be used.

Food Preparation

The kitchen is not to be used for the preparation of food, but rather to heat or keep food warm. There is limited refrigerator space which may be used for cold storage.

The applicant must provide own ice if required for the event. Kitchen equipment may be used, but must be cleaned and put back in place, as part of the clean-up process. Stoves and ovens must properly cleaned/wiped off and left as found. (Exception to this applies to the Senior Citizens "chefs" who have arranged to prepare meals in this facility.)

Alcoholic Beverages

The consumption of spirits is allowed on the premises of the Riverside Club, provided one of the following documents is provided at least **1 week** prior to the scheduled event:

- The renter must submit evidence of Liquor Liability Insurance (*This may be covered under the homeowner's policy or an umbrella policy*).
- Provide a letter from an Insurance Agent confirming proof of coverage.
- Submit evidence of an insurance rider confirming coverage.

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Security Deposit

A security deposit of \$100 is required for use of the facility, and may be made by cash or check (made payable to the City of Havana). The payment must be made during regular business hours at City Hall at the time the application is approved. The deposit will be held until 36 hours after the date of the event and refunded if all of the following requirements were met.

Payments / Refunds

The rental fee for the Riverside Club are as follows:

Non for Profit Events:

- Full Day (1-8 hrs.) - \$200.00
- Half day (1-4 hrs.) - \$100.00

Profit Events:

- Full Day (1-8 hrs.) - \$500.00
- Half day (1-4 hrs.) - \$250.00

Cancellation of the event must be made at least **1 week prior** to the event. Cancellations received after the 1 week time period will forfeit the return of the rental fee.

Appropriate refunds of the rental fee and/or security deposit (in the event of a cancellation according to the timeline noted above) will be made to the applicant on record. Qualifying refunds due will be promptly paid in case of a cancellation, or within 36 hours after the event, providing that the key is returned to City Hall on the **first business day** after the event. A lost key will forfeit \$100 of the security deposit for the replacement of the new locks and keys.

The City of Havana would like to extend 1 rental per year at no charge to CIVIC organizations to support the efforts. In addition, the City may deem a group who requests use of the facility exempt from paying the standard rental rates. An exempt group may be required to provide a security deposit to reserve the facility. The applicant, will be informed whether the group is exempt and whether a security deposit will be required after the request is reviewed. A donation of \$50.00 is suggested by those groups deemed exempt from the standard rental rates to help defray the costs to heat and cool the facility.

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To be Completed by the Applicant

Name of Applicant: _____

Address of Applicant: _____

Contact Number for Applicant: _____

- Non for Profit Event Profit Event
 Request Full Day (1-8 hrs.) Request Half day (1-4 hrs.)

Date of the Event: _____ Hours Requested: _____

Type of Event: _____

Person in Charge on the day of the event: _____

Contact number of Person in Charge day of the Event: _____

Number of persons attending event: _____ (Occupancy is 92 maximum)

Will alcohol be present at this event? Yes No
If yes – Evidence of Liquor Liability Insurance is required.
See Alcoholic Beverages under the Agreement and Terms of Use (page 2)

I agree to all of the terms of this agreement and understand the rental payment refund and security deposit policy.

Signature of Applicant: _____ **Date** _____

REMINDERS:

- Ice Chests are not permitted on the wood floors
 Please leave the facility the same as you found it, to ensure full security deposit refund

Completed by City

Cancellation Deadline: _____ **(NO REFUND AFTER THIS DATE)**

City Official Approval: _____ **Date:** _____

- Confirmed alcohol will/will not be present
 Confirmed there will be no food preparation at the event

Date of Event: _____ Date of key pick-up _____

Rental Charge for event: \$ _____ Date Received: _____ Check Cash
Check # _____

Security Deposit received: \$ _____ Date Received: _____ Check Cash
Check # _____

Date Key Issued: _____ Received By: _____

Date Key Returned: _____ Received By: _____

Date Security Deposit Refund is due: _____

- Deposit Mailed/Date: _____ Deposit Picked-up/Date: _____