

Event _____

Date _____

Contact _____

Time _____

Email _____

Phone _____

Keller's Crossing at Stone Creek 2018 Facility Rental Contract

Thank you for considering Keller's Crossing at Stone Creek to host your event. We understand how important it is to be surrounded by friends and family at this pivotal moment. Whether graduation, a wedding and reception, family reunion, or a simple meeting, we vow to provide a breathtaking venue and sensational service. In the middle of the Shawnee National Forest we welcome you and your guests to experience panoramic, picturesque views, and fall in love with Southern Illinois and Keller's Crossing.

45 days _____

Final menu chosen

30 days _____

Custom Recipes given to even coordinator (if necessary)

14 days _____

Final Review

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Keller's Crossing is primarily a golf facility. Golf play and sales must always remain our utmost priority. Keller's Crossing will honor the times and conditions of a specific rental agreement, but we also expect that our guests honor these terms as well. Early arrivals or late departures can pose complications to normal course operations. Overage time for an event will be charged at a rate up to \$3.50 per minute, depending on rental site and terms of contract.

A date will be put on a soft hold for 2 weeks (14 days).

Deposit: An estimated 25% non-refundable deposit is due at the return of the contract to reserve your date. The 25% deposit will secure your date: it is *non-refundable* and *non-transferrable* for any reason including uncontrollable circumstances, natural disasters, and acts of God.

The event coordinator will suggest the proper number of staffing, depending on size and location of the party, plated vs. buffet, etc., to ensure superior service for the event. Bartenders are \$150 additional staffing cost is \$15 per staff, per hour. Your event coordinator will determine where the staff will be best utilized. In some packages, some staffing is included. The fee will be added to the total bill due two weeks (14 days) prior to the date of the event at the final review.

18% of the food and beverage, 10% of subtotal for non-catered events, gratuity will be added.

The remaining balance and any new charges, is due two weeks (14 days).

Wedding Rehearsals: A one-hour rehearsal is granted the day prior to your event. Time and date are arranged 30 days prior to the event. A fee of \$50 per half hour (30 minutes) will be charged for rehearsals exceeding one hour.

Rental time included is 5 hours, unless previously arranged. The event begins when the first person arrives and ends, when all decorations have been removed at the end of the event and the last person associated with the party leaves the property. The booking host or a designated representative must stay until the finale of the event.

An over allotted time rate will be charged at up to \$3.50 per minute if there are still members of the party present after finale time has been reached.

Parking: Parking is limited to the parking lot. Parking is not allowed off asphalt, in the portico in front of the building or on the road.

Extra rentals: Tents and other rentals are NOT included in the rental fee. *No Staking directly into any part of the lawn is permitted.*

Decorations: All Decorations must be approved by the Keller's Crossing staff. No tape (exception painters tape), nails or staples can be used on building surfaces. Wire, Floral wire, non-stick tape are allowed. Decorations including but not limited to; table decorations, floral decorations or pavilion decorations, cannot be assembled/made on site.

Candles may only be used cautiously on the table tops only. If using candles, dripless candles are mandatory, must be stationary and enclosed in non-flammable containers. Battery operated tea lights are recommended. No rice, confetti, birdseed, potpourri, glitter or any substance of that nature. Bubble machines are permitted outside only. Rose petals may only be used for decorating purposes on tables only, and must be cleaned up entirely at the end of the event. Rose or any flower petals may not be used on the floor even if a floor runner is used.

Client Initial: _____ Date: _____

Decorations must be removed and taken with you at the conclusion of your event. Professional planners and decorators are not exempt of this condition. A breach of contract fee will be charged if you or your decorator fails to remove or dispose of leftover items.

Catering: To ensure satisfaction and quality, a menu selection, any special requests, and known food borne allergies must be submitted in writing no later than forty-five (45) days. A copy of your event order will be returned for changes, additions or deletions in advance. A signed finalized order is to be provided no later than two weeks (14 days) at the final review to ensure proper preparation of meals and ingredients.

Current banquet prices are indicated. Keller's Crossing prohibits providing extra food for guests to take home from buffets and dinners. All food and beverage prices are based on market value and are subject to change.

It is important we receive the final guest count by the guarantee date, two weeks (14 days) before the event, to ensure accurate preparation. Keller's Crossing is unable to accommodate any decrease in your attendance after the guarantee date. Keller's Crossing will provide service and setting for five percent (5%) over the given attendance. Additional charges will apply to extra guests in attendance above the given number. The standard menu will be provided, and a menu must be given no later than 45 days) prior to the date of the event.

Outside catering is subject to approval by Keller's Crossing management on an event by event basis. In this situation, the venue is not liable for food borne illness caused by other catering services', preparation, cooking, or holding practicing. There is also a \$2.00/per person rental on dishware if being utilized by the guests (Dinner plate, bread and butter plate, pint glass, fork and knife).

Noise level: Amplified music must be maintained at a reasonable volume. The manager on duty is authorized to lower sound provided by the band or DJ if deemed too loud. By ordinance all outside music must stop by 10:00pm.

Photography and Marketing: A request will be made to hired photographers to share any photos they would like to give to be used for marketing purposes. They will be given photo credit in all medias. Any media taken by Keller's Crossing staff can be used for marketing purposes.

Keller's Crossing manager on duty will determine if there is excessive clean-up or damage. If necessary, the Keller's Crossing event coordinator will contact the renter and the credit card on file will be charged.

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Final Review

NO LATER THAN TWO (2) WEEKS PRIOR TO EVENT

A meeting with the coordinator will be held to finalize any last-minute details. At that meeting, the following will be provided.

- An agenda, timeline, floor plan, finalized menu, and final guest count.
- Schedule for any deliveries and pick-ups. This includes rentals, florist, baker, photographer, entertainment, etc.
- A time frame will be confirmed for the ceremony rehearsal, sensitive to any other events that may be occurring. If rehearsal is scheduled during a time when the venue is being set up for another event, we ask your wedding party to be respectful of those clients and limit your rehearsal to the wedding party only.
- Final payment for remainder of invoice is due (14 days) prior to the date of the event at final review.

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Bar Service Information

- ❑ Legal drinking age in the state of Illinois is 21 years old.
- ❑ Keller's Crossing staff will not serve to anyone that cannot provide valid ID. Bartenders reserve the right to cut off or refuse service to anyone.
- ❑ The party renting the facility shall ensure that no underage drinking is allowed.
- ❑ The event coordinator will suggest the proper number of staffing, depending on size and location of the party, plated vs. buffet, etc., to ensure superior service for the event, bartenders \$150 and additional staff at \$15 per staff, per hour. Your event coordinator will determine where the staff will be best utilized. In some packages, some staffing is included. The fee will be added to the total bill due two weeks (14 days) prior to the date of the event at the final review.

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Cancelations, Damages, Liabilities and Breach of Contract

The renter is liable for any damage done to Keller's Crossing's property by guests, organizers, or other partiers affiliated with your event.

- A credit card will remain on file and charged if there is any excessive clean-up or damage done to the property as a result of your event following the final walk-thru. The event coordinator will invoice and discuss needed repairs prior to charging the card.
- Keller's Crossing will not be responsible for inclement weather or renters' change of plans.
- Keller's Crossing is not liable for any party's injuries or property damage/loss incurred during this function, personal injury, property damage, death, or any other incidents that may occur to any person(s) by use of the building and premises during the term of this contract.
- The contract begins when the first guest arrives on property and concludes when the last person leaves.
- Breach of contract occurs when, but not limited to:
 - The hours of your event exceeding the agreed time frame
 - Substantial damage to Keller's Crossing property
 - The facility has been left in unacceptable condition
 - The agenda, timeline, floor plan, menu, and table position have not been provided two weeks (14 days) prior to the event
 - All fees pertaining to the contract are not paid upon two weeks (14 days) of your event
- It is understood and agreed that in case of contract breach, Keller's Crossing, may, at its discretion, terminate this agreement and require the renting parties to vacate the building (during the event if necessary), forfeiting any and all fees and monies.
- Cancellations must be received, in writing, no less than thirty (30) days prior to the event. The initial 25% deposit is non-refundable and non-transferrable. Keller's Crossing retains the right to rent the venue if a cancellation occurs.
- No Part of the rental contract or terms and conditions may be altered without agreement by both parties, nor may it be transferred or sublet by the renter. Full payment must be received by the day of the event. Your event will be reserved upon receipt of contract and the non-refundable 25% deposit.

Client Initial: _____ Date: _____

Make all checks payable to Keller's Crossing at Stone Creek

Thank you for your business!

Last Edited:

The individual, agent or entity signing this contract, along with the event guests, will hold the state of Illinois, Keller's Crossing, all employees and affiliates, individually and jointly harmless for any loss, damage, or injury to person or property resulting from the use, occupancy or possession of the premises.

I, _____ hereby acknowledge that I have read the above rental agreement and foregoing terms and conditions and I agree to the terms and conditions this _____ day of _____, _____.

This document becomes a legal and binding contract when signed by the renter and Keller's Crossing.

Renters Signature: _____

Printed Name: _____

Keller's Crossing Representative: _____

Printed Name: _____

Incidentals

@ final review

Name as it appears on the card: _____

Statement Billing Address: _____

City: _____ State: _____ ZIP: _____

Card Number: _____

Exp: _____ Security Code: _____

Client Initial: _____ Date: _____