

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 this grand old home to its original glory. The original portion of the building is over 150 years old and 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 stage to include new kitchen facilities, upgrades to the bathrooms, and outside beautification.

It is for these reasons that the City of Havana sets forth the following terms and conditions in order to protect and preserve its historic nature. Use of the facility is under the supervision of the City of Havana, a non-profit municipality and we reserve 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 your event in keeping with the historic nature of the building. An application is attached to be completed and signed by the person responsible for overseeing your event. If the City determines that the date is available and suitability requirements are met, your date will be reserved in your name upon receipt of your rental payment. In addition, a security deposit payment will be required one week prior to your event and will be refunded to you after your event if all of the following requirements are met:

1. Someone must be in charge of your 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. You are welcome to rearrange them as you see fit, but you are required to return them to their original position after your event. This would be a good time to wipe down tables and chairs due to any spillage, etc., that may have occurred during your event.
3. At this time the upstairs is not to be used for any reason.
4. You must clean the building after your event, leaving it in the same condition that you received it. A pre-rental walk-through with you will be arranged prior to your event, as well as after (if requested by you) to ensure that there are no misunderstandings. Failure to do so leaves this determination up to the City in regards to the state of the building after your event. This may include but is not limited to sweeping floors, cleaning the kitchen and counters, removing the garbage to the trash bins on the west side of the home, turning off lights, and any other general cleanup such as bathrooms if necessary. Again, simply leave it as you found it! If the City is required to clean after your event it will be charged at \$25 per hour and will be deducted from your 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 by you of your event must be made at least **1 week prior** to the event or you will forfeit **all** of your rental payment.
8. Keys to the doors are specially designed and cannot be duplicated by you. A key will be made available at the time of the pre-rental walk through as noted above. Failure to return your key will require a locksmith to replace all locks and 15 replacement keys and you will be responsible for the actual costs of doing so. This could be in the hundreds of dollars.
9. Failure to follow any of these stipulations may cause you to forfeit some or all of your security deposit and could possibly create additional charges above your security deposit if there is actual damage to walls, floors, windows, furniture, loss of keys, equipment, etc. Please be sure to lock both doors when you leave!

Security Deposit

A security deposit for use of the facility can be made by cash or check (made payable to the City of Havana). Your payment must be made during regular business hours at City Hall at least **1 week prior** to the date reserved for your event.

If your security deposit payment is not received in full 1 week prior to your event your reservation will be cancelled and your rental payment will be forfeited. There are no refunds of your rental payment if cancelled less than one week prior to your event.

Rental rates for the Riverside Club are based on your hours requested at the time of booking and charged at the rate of **\$100 for a half day** event and **\$200 for a full day**.

The key must be returned to Havana City Hall on the following business day after your event or rental charges will continue to accrue. All cleaning must be completed prior to returning the key.

The City of Havana would like to extend 1 rental per year at no charge to CIVIC organizations to support your 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. You will be informed whether your group is exempt and whether a security deposit will be required after your request is reviewed. A donation of \$35 is suggested by those groups deemed exempt from the standard rental rates to help defray the costs to heat and cool the facility.

Refunds

Appropriate refunds of your rental payment and/or security deposit (in the event of a cancellation by you according to the timeline noted above) will be made to the applicant of record. Qualifying refunds due to you will be promptly paid in case of a cancellation, or within 3 business days after your actual event providing that the key is returned to City Hall on the first business day after your event.

A lost key will forfeit some or all of your security deposit depending on the security deposit placed at least one week prior to your event.

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Supplies

An initial supply of paper towels, toilet paper, hand soap, etc., are included in your agreement. You are 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 initial preparation of food, but rather to heat or keep food warm. There is limited refrigerator space which may be used for cold storage.

You must provide your own ice if required for your event. Kitchen equipment may be used but must be cleaned and put back in place as part of your clean-up process. Stoves and ovens must be left as found and may require cleaning after use.

Alcoholic Beverages

The consumption of beer wine are the only alcoholic beverages allowed on the premises of the Riverside Club.

If beer and wine are to be consumed, **one** of the following items must be provided at least **1 week** prior to the scheduled event:

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

The renter will be given a City License acknowledging liquor is to be consumed on City property at the scheduled event. The charge for the City License is \$15, due at the time of booking and is non-refundable. The License must be on the premises during the scheduled event and is good for the stated date and event only.

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Completed by Applicant

Name of Applicant: _____

Address of Applicant: _____

Contact Number for Applicant: _____

Date of the Event: _____ Hours Requested: _____

Type of Event: _____

Date Key is requested: _____

Person in Charge on the day of the event: _____

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

Number of person attending event: _____

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

Signature of Applicant: _____

Completed by City

Date of Event: _____

Total Rental Charges For Event: \$ _____ Date Received: _____

Security Deposit Required: \$ _____ Date Received: _____

City License Issued: **Yes** **No** List Reason _____

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

City Official Approval: _____ Date: _____

Date Key Issued: _____ Received By: _____

Date Key Returned: _____ Received By: _____

Date of Refund: _____ Check Number: _____