



**LENA GOLF CLUB**  
**6546 N. Shippee Road**  
**P.O. Box 338**  
**Lena, IL 61048**

**Banquet Room Rental Agreement**

Date of Rental \_\_\_\_\_ Activity \_\_\_\_\_

Renter agrees to the following: (check each item)

- Pay the total rental fee (set by the Lena Golf Club Board of Directors) at least fifteen (15) working days in advance of the scheduled date. This fee will be non-refundable if not cancelled at least ten (10) working days in advance of the event.
- The Lena Golf Club, its officers/representatives and/or members shall not be liable for any or all accidents or injuries that occur within or outside the facilities for the duration of the event.
- The Lena Golf Club, its officers/representatives and/or members will not be responsible for any lost or stolen articles.
- The renter is responsible for the conduct of all persons connected with the event who enter Club facilities during the terms of this agreement.
- The Lena Golf Club reserves the right to enter the premises during the term of the agreement for the purpose of inspection.
- The renter understands that the Group/Family's activities are restricted to the areas of the banquet hall, lounge (legal drinking age adults only), restrooms, and patio/parking lot area immediately in front of the banquet hall. All Lena Golf Club Wolf Hollow out buildings are off-limits. In addition, unescorted patrons will not be allowed on the golf course unless special permission has been obtained from Course management for the purpose of wedding, reunion, or special event photography. Under no circumstances will any such activity be permitted to interfere with the play of Lena Golf Club course patrons.
- The renter is responsible for breakage, damage, or missing equipment. Before the cleaning/security deposit is returned to the renter, the contact person listed below (or his/her representative) will conduct a walk-through inspection of the facility with a Lena Golf Club representative before departing on the day of the event.
- Renter agrees that this agreement is being entered into for the specific activity listed. This agreement cannot be assigned to any other person/organization.

- No carry-in beverages are allowed. All soft drinks, beer or liquor must be purchased from the Lena Golf Club.
- The serving of alcoholic beverages, as well as hours of operation of the lounge and banquet room is subject to the ordinances governing the Village of Lena.
- For events open to the general public, the Lena Golf Club shall allow the services of licensed and inspected caterers only.
- Banquet Hall decorating will be permitted on the evening prior to the event, provided there is no other activity scheduled. Renter is not permitted to use nails, screws, or other materials which might deface the walls, ceiling or woodwork.
- The renter will be responsible for satisfactory clean-up upon completion of the event. This includes, but is not limited to: removing all decorations, wiping tables off, mopping or dusting as may be necessary, collecting the garbage (parking lot included), and making sure the restroom facilities are orderly.

**THE LENA GOLF CLUB IS A NON-SMOKING FACILITY**

Renter/Contact person signature _____	
Renter/Contact person name printed _____	
Address _____	
Phone _____	
Rental fee	\$ _____
Cleaning/security deposit	\$ _____
Total Amount Paid	\$ _____
Cleaning/security deposit returned? Circle one – Yes / No	
If No – reason _____	
_____	
_____	
Agreement form distribution: Original: Retained by Club.	
Copy: Renter	
Clubhouse Employee conducting walk-through _____	
(rev. 01-20-07)	