

**VALLEY VIEW CLUB
CLUBHOUSE RENTAL AGREEMENT**

MEMBERS AND Immediate FAMILY MEMBERS RATES:

\$50 for 75 People or less (children included); \$100 DAMAGE DEPOSIT REQUIRED
\$100 for OVER 75 People; \$200 DAMAGE DEPOSIT REQUIRED

\$75 CLEANUP DEPOSIT REQUIRED, Regardless of Number of People
\$75 BARTENDER FEE (1 bartender/75 people) during winter hours Oct. 15-Apr. 15 if you want a bartender on duty
Additional \$75 for 2nd bartender required for more than 75 people, regardless of time of year

NON-MEMBERS AND INACTIVE MEMBER RATES:

\$150 for 75 People or Less (children included); \$150 DAMAGE DEPOSIT REQUIRED
\$250 for OVER 75 People; \$250 DAMAGE DEPOSIT REQUIRED

\$75 CLEANUP DEPOSIT REQUIRED, Regardless of Number of People
\$75 BARTENDER FEE during winter hours Oct. 15-Apr. 15 if you want a bartender on duty
Additional \$75 for 2nd bartender required for more than 75 people, regardless of time of year

ALL LIQUOR MUST BE PURCHASED THROUGH THE LOUNGE.
Any special requests such as Champagne must be made at least two weeks in advance.

Members and Non-members are expected to clean the facility and leave it as it was found.
**A CLEAN UP LIST IS POSTED IN THE KITCHEN & A CHECKLIST WILL BE
GIVEN TO RENTER DAY OF EVENT.**

If the list is not completed the cleanup deposit will be kept.

If a meal is needed, or you have any questions, please contact Tracie at Valley View at (309) 937-3938.
Payment must be received in order to guarantee date. If there is a question concerning the damage deposit, it will be brought before the board of directors at their monthly meeting.

Please fill out and return the confirmation below with your deposits to Valley View Club, C/O Tracie Coziahr, P. O. Box 157, Cambridge, IL 61238 at least 30 days prior to rental date.
RENTAL IS NOT OFFICIAL UNTIL RENTAL FEE IS RECEIVED.

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NAME _____

ADDRESS _____

PHONE # _____

DATE OF EVENT _____ TIME OF EVENT _____

TIME NEEDED IN CLUBHOUSE _____

NUMBER OF PEOPLE EXPECTED _____

Member of Valley View _____ Not a Member of Valley View _____

Please Write 3 Separate Checks:

RENTAL FEE + Optional BARTENDER FEE \$ _____

DAMAGE DEPOSIT \$ _____

CLEANUP DEPOSIT \$50.00

SIGNATURE _____ DATED _____

VALLEY VIEW CLUB CLUBHOUSE RENTAL RULES

CLEAN UP MUST BE DONE SAME DAY AS RENTED!

1. Vacuum all carpeted floors. Vacuum is in lounge closet. Move chairs and sweep under tables. For stain removal – Carpet Cleaner located under kitchen sink
2. Linoleum mopped. Mop & bucket in closet
3. All tables & counters wiped off and **returned to original position.**
4. Leave the two tables with no chairs used for serving tables.
5. Remove all decorations, including tacks, tape, etc.
6. Kitchen floor mopped and counters cleaned off.
7. All trash placed in gray wooden container located on east side of clubhouse.

If any of these items are not done, the cleanup deposit will be kept.

Please bring your own kitchen towels, as they are not provided.

If you have any questions, call Tracie Coziahr at Valley View Club.
(309) 937-3938

THANK YOU!