



## BANQUET CENTER RENTAL TERMS & CONDITIONS

**Maximum Capacity** - The maximum banquet center capacity for events is 400.

**Contact Person** – There shall be a single person designated as the contact person (on the contract) who will have final say for decisions related to the Renters use of the banquet center.

**Banquet Center Usage** - The banquet center may not be used for fundraising purposes without prior approval. Ticketed entry, cover charges, entry fees, etc. shall also require approval. The banquet center is available on a first come, first serve basis.

**Hours** - The banquet center may NOT be rented Monday through Thursday. Available days are Friday & Saturday 8:00 a.m. to Midnight. The banquet center may not be used past 1:00 a.m. Please allow ample time for setup before the event and clean up after the event. All vendor drop-offs, setup, breakdown, and cleanup must take place within the specified rental time.

The hall is rented between 8 a.m. and 1 a.m. Setup and cleanup outside the stated hours requires approval and may incur additional charges. To ensure access to the banquet center at 8 a.m. the day of the event, keys can be checked out the day before between 12 a.m. and 4 p.m. All events must be concluded by 12 a.m. All vendors, equipment, visitors and cleaning personnel must be out of the building by 1 a.m. Renter is responsible for cleaning the hall after use. Any damage to the hall during the rented timeframe is solely the responsibility of the renter. Hilltop Banquet Center reserves the right to bill the renter for any damages. *Please see attached cleaning checklist for a complete list of renter responsibilities.*

**Rental Fees** - The rental *deposit* is due at time of application. The balance of the rental fee is due thirty (30) days prior to the event.

**Banquet Center Access** - All decorations, equipment and other materials brought in for the event by the renter must be removed from the event space by the end of the event hours unless previous arrangements have been made with the banquet hall personnel.

**Refundable Rental Security Deposit** - All rental applicants shall pay a rental security deposit. The deposit is fully refundable if the banquet center is left clean and there is no damage to furnishings or equipment. If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant shall be billed for any additional expenses. Damages could lead to losing banquet center use privileges. The decision of whether the deposit shall be refunded is solely up to Hilltop Auction & Banquet Center staff and will not be refunded until the facility has been inspected. Your refund will be mailed within 30 days after your reservation date. (Please refer to banquet center restrictions and the attached Cleaning Checklist.)

**Insurance** - A certificate of insurance is required for all events booked **as well as all third-party vendors** that operate in, around, or make deliveries to the banquet center for any given event. Comprehensive public liability and property damage insurance is required with a combined single limit of at least one million dollars (\$1,000,000), issued by a company licensed to provide such coverage in the State of Illinois, insuring against all liability arising out of the use of the banquet center. Hilltop Auction & Banquet Center shall be listed as an additional insured on the policy and certificate. All insurance shall be at the Renter's expense.

**Liquor Liability or Dram Shop Insurance** - If alcohol will be sold or consumed, Renter must provide a copy of a Certificate of Insurance that includes "Host Liquor Liability" (liquor provided but not sold) or "Liquor Liability" (liquor sold on premises), with limits of at least one million dollars (\$1,000,000) per occurrence. Dram Shop Insurance can typically be supplied by the same company that provides your auto insurance. Proof of insurance must be presented no later than 60 days prior to the event. No key will be issued until the manager receives this proof.

**Reservation Status** - A rental reservation is considered binding after the Banquet Center Rental Agreement has been signed by the rental applicant, approved by Hilltop Auction & Banquet Center personnel and the deposit is received. Rental applicants shall not advertise any event until this time.

**Payments** - All payments due herein shall be made using cash, personal check, cashier's check or credit card (Visa, MasterCard or Discover). Checks shall be made payable to "**Hilltop Banquet Center**" at 2612 Fosterberg Road, Alton IL 62002. Any personal check for insufficient funds is subject to a \$30.00 returned check fee. Total contract fees must be paid in full 30 days **prior** to the Event Date.

**Cancellation or Postponement Policy** - Cancellation more than six months in advance of an event shall result in the loss of 25% of the rental deposit. Cancellation less than six months in advance of an event will result in a forfeiture of the full rental deposit.

All cancellations must be made in writing and delivered to Hilltop Auction & Banquet Center at least thirty (30) calendar days prior to the event date. There are no refunds for any deposit. Renter is responsible for payment in full if event is cancelled within 30 days or less of the event date. Renters recognize that the foregoing cancellation policy is not intended to be punitive, but, reflect Hilltop Banquet Center foregoing actual or potential business opportunities in reserving the venue for Renters and diminished ability to rent the venue within 30 days or less prior to an event date.

If the Renter and Hilltop Banquet Center agree that the event must be postponed due to emergency, act of God, civil disturbance, or similar unforeseen circumstance, Hilltop Banquet Center will re-schedule the event on a space-available basis and the rental deposit will be transferred to the re-scheduled booking. Hilltop Banquet Center is not liable for any additional costs incurred by the Renter as a result of the postponement.

**Waiver of Fees** - Hilltop Auction & Banquet Center has the right to waive fees at its sole discretion.

**Renter Requirement** - Hilltop Banquet Center reserves the right to determine in its sole discretion whether any person/group seeking to use the banquet center is a "responsible organization" within the meaning of Illinois law; and reserves the right to decline to rent Hilltop Banquet Center to any person/group not meeting this requirement.

**Cleaning** - The facility shall be cleaned, all decorations and trash shall be removed, and the facility shall be vacated by the end time indicated on the Banquet Center Rental Agreement. The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, etc., and depositing trash in the dumpster behind the building. All table tops, chairs, countertops, and any appliances used shall be wiped clean. All chairs must be put back on the chair racks. Rental applicant is not required to sweep or mop but may be asked to spot clean. If it becomes necessary for Hilltop Auction & Banquet Center personnel to do an extensive cleaning there shall be a corresponding deduction from the deposit.

**Key Pickup/Lost Keys** - Keys may be picked up the day before the event during the hours of 12 to 4. Keys lost and/or not returned will incur a \$200 fee.

**Thermostat** - There is a key to the thermostat attached to the building keys. Please be careful with the plastic cover, it is FULLY removable.

**Prohibited Items** - Confetti, thrown rice/birdseed, and glitter are prohibited in the banquet center. Birdseed shall be the only item allowed to be thrown in the driveway or parking lot. Sparklers and bubbles may be used outdoors at these events but shall be properly disposed of following the event.

**Decorations** - No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass, or fixture. No signs or banners may be affixed in the entry way of Hilltop Auction & Banquet Center without prior approval. Candles may be used with prior approval of the banquet center personnel and must be contained for safety purposes. Glitter, confetti, sand or any substance that causes litter or debris inside or outside the building or on the grounds is prohibited.

**Alcoholic Beverages** - Alcohol may be served to persons over the age of 21 under the terms and conditions consistent with the applicable laws of the State of Illinois. The sale or consumption of alcoholic beverages is prohibited unless the Renter, the event caterer, or the event sponsor has (or obtains) a liquor permit. There must be two security guards on the premises, one inside and one outside. Security guards must be licensed by the State of Illinois. Check the telephone directory for this service. The renter shall take responsibility for and hold Hilltop Auction & Banquet Center and its employees harmless from all liabilities arising from the serving and consumption of alcoholic beverages.

**Caterers** - Hilltop Banquet Center is happy to allow our renters the flexibility of using the caterer of their choice, however we do not have time to meet with every vendor individually prior to an event to show the space and answer questions. If you need to see the banquet center prior to the event date, please arrange to come with the caterer during our regular business hours of 12-4 pm Monday, Tuesday, Wednesday or Friday. If you have any questions, please contact Shelley at [banquet@hilltopauctioncenter.com](mailto:banquet@hilltopauctioncenter.com). Caterer will be required to sign a “policies & guidelines” agreement.

**Kitchen Access** - The renter is responsible for general clean-up of the kitchen area. The renter is also responsible for proper care of all equipment within the kitchen area. Additional costs may be added for missing or damaged articles.

**Parking** - Parking is available at Hilltop Banquet Center on a first come, first serve basis.

**Handicapped Access** - Hilltop Banquet Center is handicapped accessible. Handicapped parking is available at the front of the building.

**Security** - Security may be required at certain events as determined by Hilltop Banquet Center in its sole discretion. Required security shall be obtained and paid for by the Renter. The security fee (if required) shall provide security for one hour more than the actual event to allow coverage prior to and after the event.

Number of Guests	Required Number of Security Officers
0-150	1
151-350	2
350+	3

**Removal for Unruly Behavior** - Failure to comply with security or management requests, excessive noise, foul language, violation of rules and regulations, or unruly behavior may result in the Renters removal from the premises and/or the contacting of law enforcement agencies.

**Personal Property** - Hilltop Auction & Banquet Center is not responsible for any valuables or personal property left on the premises.

**Smoking/Drug Free** - Smoking or the use of any tobacco product is not allowed inside the event center building or in any entrances, exits or other areas within 15 feet adjacent to the banquet center. The use or possession of any illegal drugs or substances is strictly prohibited.

**Indemnification** - The Renter agrees to indemnify, defend, and hold Hilltop Auction & Banquet Center and its employees harmless from all cost and expense resulting from any claims, suits, or liabilities of any kind, including attorney fees, arising from or purporting to arise from the conduct, activity, or any other transaction involving the renter, its guests, invitees, or any other person on the Hilltop Auction & Banquet Center premises at the request or invitation of the renter

or renter's guests or invitees. This provision of the Rental Agreement shall survive the Renter's scheduled departure date from Hilltop Auction & Banquet Center.

**Damaged Property** - The Renter will be responsible for the full cost of cleaning and/or repairing of any stains or damage, above and beyond normal wear and tear, of the banquet center property. This includes damage caused by the renter, renter's guests, renter's service providers or any individual(s) connected to the renter's event. A refundable damage/security deposit of \$200.00 will be charged as part of the rental fee. If such damage occurs, it will be assessed and deducted from the deposit. The Renter will be billed for any additional amount that exceeds the deposit.

I have read all of the rental policy information and agreements provided to me and agree to comply with my signature below. I understand that my security deposit may be forfeited, or I may be billed for any additional expense should any of the aforementioned requirements be ignored or abused, or if any damages are a result of the actions of my rental.

Hilltop Auction & Banquet Center reserves the right to refuse applications for good cause or to revoke the rental applicant's permit privileges. If this occurs, we will attempt to notify you as soon as possible.

\_\_\_\_\_  
Signature Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Hilltop Banquet Center Authorized Signature Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# RENTAL CLEANING CHECKLIST

RENTER NAME: \_\_\_\_\_ DATE of USE: \_\_\_\_\_

To receive your deposit refund, Hilltop Auction & Banquet Center personnel will inspect the banquet center after your event and check off that your group completed the following items. Cleaning supplies are located in the cabinet above the sink. Failure to complete the tasks below may result in a loss or reduction of your partial deposit refund.

An optional fee of \$100 for cleanup is available. PAYMENT IN ADVANCE.

- \_\_\_\_ Personal & kitchen items removed
- \_\_\_\_ Food removed from refrigerator & freezer
- \_\_\_\_ Grass area & parking lot clear of garbage & decorating materials
- \_\_\_\_ Kitchen counters and sink cleaned
- \_\_\_\_ Garbage in dumpster (if dumpster is full, place tied plastic bags in cans in kitchen)
- \_\_\_\_ Restrooms presentable and trash removed
- \_\_\_\_ Tables cleaned and ready to be put away
- \_\_\_\_ Put chairs back on chair racks
- \_\_\_\_ Turn off all lights and return key to the kitchen
- \_\_\_\_ Doors and windows locked

----- FOR HILLTOP BANQUET CENTER USE ONLY -----

- No Issues       Damage       Garbage/Cleaning Neglected

Description of damage/other issues

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Inspected By \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_