

THE RAIL

1400 S. Club House Drive
Springfield, IL 62707
(217)525-0365 Fax (217)525-6510

Name _____

Address _____ City _____ Zip _____

Telephone _____ Work _____ Cell _____

Date Requested _____ Type of Activity _____

Time of Event: From _____ To _____ Decorate: From _____ To _____

Largest Number Expected to Attend _____ Will alcohol be served? _____

I have read, understand and agree to abide by the attached conditions for the use of the Rail Golf Course facilities and request your approval to use the stated facilities of The Rail Golf Course for the purpose stated above.

Please read each paragraph of the contract carefully and initial in the space provided.

SIGNATURE _____ DATE _____

APPROVED _____ DATE _____

Amount Due	Amount Paid	Balance
Rent _____	_____	_____
Total _____	_____	_____

The Facilities

initial

Will seat approximately 300 persons with tables and chairs on the dance floor. Upon completion of the meal, tables and chairs will be removed from the dance floor if desired.

Application for Tent Usage

initial

All applications must be made through the office of the Event Manager. The reservation will be placed on the calendar ONLY when these have been received and application has been approved. The balance of the fees is due one week prior to the planned event. Lessee is responsible for meeting the deadline. If the deadline is not met, the Lessor has the right to remove the reservation from the calendar.

Smoking

initial

Smoking is allowed only is grass courtyard outside of tent.

Decorations, Entertainment and Flowers

initial

We will be pleased to assist you with any suggestions to make your event special. However, the responsibility for delivery and timely removal of the same shall be that of the Lessee.

Nothing, including decorations, may be attached to the walls, ceiling, pillars or floors with tape, tacks, brads or nails. All decorations must be on the tables or free standing. Lighting must be approved by Event Manager.

Usage – Time Requirements

initial

Use will be limited to 6 (six) hours. The tent must be vacated no later than 12:30am. Use of the tent longer than 6 (six) hours will incur a \$250 per hour fee.

The Lessee is responsible for the setting up of tables and chairs. Proper caution MUST be exercised in setting up and during event to insure that furniture or floor not be damaged.

Chair Removal

initial

If the wedding party requests that chairs be removed from the tent, there will be a \$150.00 removal and storage fee.

Pick-Up

initial

The Lessee is responsible for clean up of all personal belongings and decorations by 10:00am of the next day. The Lessee will incur a \$250.00 removal and storage charge for any items not picked up by 10:00am the next day.

Coordinator

initial

A coordinator will be assigned to you. The coordinator should contact you at least 24 hours prior to the event. If you have not been contacted 24 hours in advance, it is your responsibility to contact the office for the name and number of your assigned coordinator.

Golf Car Usage

initial

Golf cars can be rented at \$30.00 to transport elderly to and from facility. Any damage to golf car will forfeit all or part of damage deposit. Only 2 people allowed in a golf cart.

Other Responsibilities of Lessee

initial

Absolutely no confetti, rice, paper, petals, birdseed, glitter or any other form of shredded materials may be thrown anywhere inside the tent. Birdseed may be thrown outside of the tent.

Lessee must ensure that food or drinks are not taken outside of the designated usage areas.

Lessee must ensure that people do not drink outside of the designated usage areas. Children should remain with their parents or be supervised and not be allowed to roam the golf course, practice green, practice tee, parking lot or grounds.

Lessee is fully responsible for the behavior of guests.

Lessee’s rights hereunder are not assignable and Lessee shall not be entitled to sublet any part of the Lease Facilities. Lessee shall not permit unlawful, dangerous, flammable or explosive substance on the Leased Facilities.

Hold Harmless

initial

Lessee shall become thoroughly familiar with the Leased Facilities prior to entering into possession hereunder, and accepts the same in their present condition. The Rail Golf Course shall not be liable to Lessee for any personal injury or property damage in or about the Leased Facilities in the absence of The Rail Golf Course’s gross negligence. Lessee shall indemnify and hold The Rail Golf Course harmless from and against all liabilities, claims and judgments, including costs and attorney’s fees and expenses relating thereto, for personal injury to and death of any person, and for loss of our damage to any property which arises out of, or is in any way connected with the Lessee’s use of the Leased Facilities, including any personal injury or death, or loss of or damage to property arising out of the concurrent or sole negligence of The Rail Golf Course.

Damage to Facility

initial

You will be held responsible for any damages to The Rail Golf Course properties. A credit card number must be kept on file to cover any damages.

Fees

initial

If the facility use is cancelled for any reason by the Lessee (a) full fee will be returned if cancellation is made prior to three months before rent date; (b) after that none of the rent fee is returned unless the facility is rented for another function on that date.

Failure to pay for services rendered will be turned into a collection agency with a 30% service charge applied.

Wedding Ceremony Grounds Rental

initial

Rental of The Rail Golf Course wedding ceremony area is \$300.00. Pricing includes 150 white plastic chairs to be set up by wedding party.

Clubhouse Deck Rental

initial

Rental of the deck for rehearsal dinners:

Less than 50 guests - \$200

51-80 guests - \$300

Bar and Grill Rental

initial

Rental of the bar and grill is \$300.00.

Policy for Alcohol Consumption of The Rail Golf Course

initial

Proper behavior is required in both moderation and responsibility in the consumption of alcohol. The Rail Golf Course hereby establishes the following policy:

1. Alcohol may be consumed on property in the facility scheduled for use at sanctioned functions.
2. Absolutely no minors are to be served alcoholic beverages.
3. Intoxication is not acceptable behavior at any function at The Rail Golf Course. If intoxication should occur, the host must accept the responsibility for taking the appropriate action in dealing with the situation. The Rail's bartender has the right to refuse service. (see item 4 below)
4. No alcoholic beverages shall be brought on to the premises by individuals or groups. NO "BYOB".

When alcohol is being served the following recommendations are made:

1. Food should be served constantly throughout the event.
2. No alcoholic beverages may be brought into the event except those provided by The Rail Golf Course.
3. No one who is already intoxicated will be permitted to enter The Rail Golf Course.

4. A pre-existing plan should be devised to handle an individual who has had too much to drink. This plan should include:
 - a. Alternative methods of transportation home after the event should the individual be in a diminished or incapacitated state and unable to drive their vehicle.
 - b. A method to limit or stop an individual's consumption should he or she has had too much to drink in the opinion of the coordinator. If the individual exhibits slurred speech, staggering or poor motor skill coordination, then no more alcohol may be made available to that individual.
 - c. No other controlled substance may be brought onto the property of The Rail Golf Course.