



212 East Elm Street, Alton, IL 62002  
(618) 433-1905  
[info@mollieseventcenter.com](mailto:info@mollieseventcenter.com)

## MOLLIES EVENT CENTER RENTAL AGREEMENT

### 1. AGREEMENT BETWEEN PARTIES

This agreement is entered into as of \_\_\_\_\_, 20\_\_\_\_\_  
between Client / Responsible Party Name \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

AND

The Clark Realty Group LLC. (Mollies) 212 East Elm Street Alton, IL 62002

The parties hereto, intending to be legally bound, and in consideration of the mutual covenants hereinafter agree to the terms outlined in the Agreement ("Rental Agreement")

Mollies is available for a wide variety of social and business functions. Our policies assure proper maintenance so that all Clients will be able to use and enjoy the property. We require strict adherence to these terms and conditions.

### 2. EVENT DETAILS

Type of Event \_\_\_\_\_  
Date of Event \_\_\_\_\_ Number of Attendees \_\_\_\_\_  
Setup Time for Event \_\_\_\_\_ Beginning Time of Event \_\_\_\_\_  
End Time of Event \_\_\_\_\_ Tear Down/Clean End Time \_\_\_\_\_

**\*\*Client is responsible to ensure that the time requested includes all the time needed to set up tables and chairs, put up and take down decorations, arrival and set up for catering service, entertainment and clean up. \*\***

As the Client, I designate the following individuals listed below to act on my behalf regarding the picking up of keys and the tearing down and cleanup of the Mollies Event Center.

Keys Will be Picked Up By \_\_\_\_\_ @ date \_\_\_\_\_ time \_\_\_\_\_

Keys Will be Returned By \_\_\_\_\_ @ date \_\_\_\_\_ time \_\_\_\_\_

Tear Down and Clean Up \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dated



**Areas Requested**

\_\_\_\_ Bar/Lounge/Main/  
Social/Dressing  
\_\_\_\_ Deck  
\_\_\_\_ Kitchen

**Linens Requirements**

\_\_\_\_ Tablecloths  
\_\_\_\_ Napkins  
\_\_\_\_ Chair Covers

**Sound System Requirements**

\_\_\_\_ Microphones/Bluetooth  
Connection  
\_\_\_\_ Wired Sound System  
\_\_\_\_ Overhead Projection

**\*\* Client MUST Bring Bluetooth Capable Computer if you want sound with the projected images\***

**Alcoholic Beverages Requirement**

\_\_\_\_ Yes  
\_\_\_\_ No

**IF YES, Options Available: \*\* Alcohol Policy Applies\*\***

1. Hire a licensed caterer in Alton, IL. Mollies can provide a list of authorized caterers.

a. Caterer \_\_\_\_\_

b. Verified by Mollies on (date): \_\_\_\_\_

OR

3. Mollies will coordinate with Licensed Provider and supply designated quantity of beer and wine ONLY

- a. Fee is \$4 per Domestic beer and \$5 for imported beer
- b. Fee is \$5 per glass of Wine.
- c. \$10 per hour for bartender
- d. Client retains alcohol not consumed.

Number of Beers and type requested \_\_\_\_\_

Number of Glasses of Wine and type requested \_\_\_\_\_

Hours Serving Alcohol: \_\_\_\_\_ to \_\_\_\_\_

Client/Responsible Party \_\_\_\_\_, has reviewed and agrees to abide by the Alcohol Policy in this rental agreement, as indicated by signature below.

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



**Food/Non-Alcoholic Beverages**

No

Self-Served

Catered **\*\*Will ONLY have access to kitchen during hours indicated in agreement, under Mollies staff supervision\*\***

**Set Up / Layout Options**

Client / Responsible Party will do their own Set Up under the supervision of Mollie's staff. The 1st hour is free.

Additional set up time can be arranged at fee of \$\_\_\_\_\_ per hour. No labor provided by Mollie's staff.

Mollies representative will set up tables and chairs in custom configuration requested by Client / Responsible Party at a fee of \$\_\_\_\_\_ per hour. Mollies staff will estimate the hours necessary based on description of configuration desired.

**Description of Configurations:**

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**Picture / Diagram Provided by Client / Responsible Party:**

**Tear Down / Clean Up Options**

Mollies representative will tear down and clean up for Client / Responsible Party at a flat fee of \$ 100 .

Mollies representative onsite to supervise tear down and clean up for Client / Responsible Party at a flat fee of \$50.

Client / Responsible party will tear down and clean up (no labor provided by Mollies).

**3. Mollies Event Center manager and Staff**

Mollie's Event Center includes the main seating area, bar/lounge, pool table, dance floor, social area, dressing rooms, restrooms, and parking lot included in the base hourly fee during the access period. A small kitchen and an outdoor deck are available for additional fees. Clients will also have the use of items including tables, chairs, bar service coolers, large screen TVs and outdoor furniture.



Mollies will provide a manager for set-up/tear-down for the Event. There are two levels of service provided, with fees set accordingly. A Manager onsite during set up/tear down and kitchen access to supervise only is at lesser hourly rate than hiring staff to do the labor of setting up and tearing down for the Client / Responsible party. Note: The Manager and Mollie's staff will NOT assist Client with set-up/tear-down unless client / responsible party selects this option at an additional fee. The Manager will be available to answer questions and address property maintenance issues.

#### 4. LIST OF AUTHORIZED CATERERS:

Clients / Responsible Party must use **authorized caterers per the City of Alton** as of 2019.

- |                                |                |
|--------------------------------|----------------|
| 1. Bluff City Grill            | (618) 433-8288 |
| 2. Johnsons Corner             | (618) 465-5640 |
| 3. Gentelin's On Broadway      | (618) 465-6080 |
| 4. The Old Bakery Beer Company | (618) 463-1470 |
| 5. The Post Commons            | (618) 433-8871 |

#### 5. ALCOHOL POLICY

Mollies demands strict adherence to city and state laws regarding alcohol consumption at **Mollies** Event Center. **Mollie's** requires Client/ Responsible Party to enforce Alcohol Policy. If Client / Responsible Party elects to offer alcohol during the Event, Client / Responsible Party must understand and adhere to the following:

a. Any and all liabilities arising from the consumption of alcoholic beverages on the premises are the responsibility of the Client. All City of Alton, State of Illinois and Federal Laws must be adhered to at all times.

b. Service requirements are as follows:

i. All alcohol must be purchased through Mollies or one of the listed authorized caterers. The alcohol must be served by a bartender arranged by **Mollies** or the listed authorized caterers.

ii. Mollies requires a minimum of one (1) bar staff person per 100 guests – no exceptions. Note: this is a minimum requirement, additional bar staff may be necessary to ensure adequate service levels.

C. Mollies reserves the right to evict Clients and/or their guests from the property or to close the bar at any time during the Event. A list of specific behaviors that will result in expulsion or bar closure are included in Mollies Alcohol Policy, full page explanation.

#### 6. SET-UP/TEAR-DOWN OF EVENT CENTER

a. Client / Responsible Party will follow the tear-down guidance outlined in Mollies Event Center Usage Rules, to receive full refund of deposit. Client will be responsible for the Excessive Cleaning Fee if Client does not follow these rules and it will be charged on the secured deposit credit card.

b. Client must remove all non-Mollies décor/food items from the Event Center during the Access Period; this includes items brought by Client's vendors and guests. If all items are not removed, Client will be responsible for Additional Event Time and Pick- up Fees for each day these items remain on the property.

c. A Tear Down and Cleaning Checklist will be provided outlining the specific expectations to receive full deposit refund and avoid any excessive cleaning charges. Completed checklist is to be left on the bar or turned into Mollies representative if on location at time of event. d. A \$60 fee will apply for every 15 MINUTES past the event end time noted on the first page of this agreement. Client may contact Mollies for an extension at regular hourly rate, this is at Mollie's discretion based on availability.



**7. PAYMENT SCHEDULE**

- a. Time Slot for Event will be reserved upon receipt of the signed Credit Card Security Deposit Authorization Form. No credit card debit will occur as long as NO Damages or Overtime Charges are incurred during the Event.
- b. Payment in full for the Event is due NLT 30 days prior to the date of the event (or immediately upon reservation if made less than 30 days prior) during non-peak season, Dec – Mar and July and August.
- c. Payment in full for the Event is due NLT 60 days prior to the date of the event (or immediately upon reservation if made less than 60 days prior) during peak season, Apr – Jun and Sept – Nov.
- d. If Event is not paid in full 30 days prior in non-peak season or 60 days prior during peak season, Mollies can cancel the event and **DEPOSIT WILL BE FORFIETED.**

**8. CANCELLATION/RESCHEDULE POLICY**

The Mollies cancellation and rescheduling policy is as follows:

	<b>Event Fee</b>	<b>Deposits</b>	<b>Catering Fee (if applicable)</b>
<b>Cancellation</b>	More than 30 days prior to Event <b>during non-peak season</b> , No charge for cancellation	No refunds on cancellations within 30 days of event.	Less than 14 days prior to the Event any Alcohol and bartending arrangements made through Mollies will be deducted from Deposit refund.
	More than 60 days prior to Event <b>during the peak season</b> , No charge for cancellation	Customer will be allowed to reschedule.	
	Less than 30 days prior to Event during non-peak season, 50% refund.  Less than 60 days prior to Event <b>during the peak season</b> , 50% refund.	Credit card will be charged \$300 or an amount equal to 25% of the event fee, whichever is greater.	Less than 14 days prior to the Event any Alcohol and bartending arrangements made through Mollies will be deducted from Deposit refund.

**9. NATURAL DISASTER/SEVERE INCLEMENT WEATHER**

In the event of severe inclement weather that renders Mollies to be unsuitable for the Event (as determined by Mollies), 100% (one hundred percent) of the amount paid can be applied to a future Event date.

**10. LATE AND REJECTED FEE PAYMENT**

- a. Late Payments: Mollies may cancel the event and any applicable cancellation charges per the table above may be applied.
- b. Returned Check/Declined Credit Card: In the event that any check is returned by the financial institution, or a credit card is declined, Client must arrange for alternate payment within forty-eight (48) hours of notification and will be responsible for \$50 Rejected Payment Fee.



**11. PHOTOGRAPHS**

- a. Photos taken by Photographers/Guests - Mollies encourages Client/Client vendors and guests to take photos during the Event. Mollies hopes that Client will share these pictures so they can be used for promotional purposes.
- b. Photos taken by Mollies Staff - Mollies staff may take photographs at the Event and Mollies reserves the right to use these photos for promotional purposes. It is understood by Client, their guests and vendors that attendance at an Event at Mollies includes permission to use their images in such materials.

**12. INDEMNIFICATION**

Client shall indemnify, defend and hold harmless Mollies, its owner, its management company, and its owners, officers, and employees from and against all demands, suits, judgments, settlements, claims, damages to persons and/ or property, fines, liens, losses and other liabilities, including reasonable attorneys' fees arising out of or in any way related to the Event, including claims for loss or damage to any property, or for death or injury to any individual.

This indemnity shall survive the termination of this Agreement. Client hereby releases Mollies from any and all liability or responsibility to Client or anyone claiming through or under Client by way of subrogation or otherwise for any loss or damage to equipment or property of Client, Client's guests or vendors covered by any insurance then in force.

**13. DAMAGES AND SECURITY DEPOSIT**

Client is responsible for any damages to Mollies Event Center and property that may have been caused by the Client and/or the Client's guests and vendors. Clients are required to adhere to the Event Center Usage Rules and are required to ensure their guests and vendors honor them as well. The Client is ultimately responsible for any damage incurred. The Client is within his/her rights to seek redress for damage charges caused by Client's guests and vendors. Mollies will not involve itself in these efforts. Client is responsible for a Security Deposit in the form of a Credit Card Security Deposit Authorization. The Authorization will be held on file and the credit card will not be debited unless there is a cancellation as stipulated in paragraph 8 of this agreement, or damages or additional fees apply. Cancellation, damages or additional charges will result in the Credit Card Security Deposit Authorization being executed and the credit card charged for the appropriate amount. The Manager will use reasonable best efforts to report any damages or loss of property to the Client on the day of the Event, however, some things may not be noticed until after the Event ends. Mollies reserves the right to make a thorough inspection of the property and identify/assess damages prior to the next scheduled Event or within ten (10) business days of the Event whichever is shorter. If damage has occurred, Mollies will provide an itemized list to the Client and Mollies will charge the authorized credit card.

**14. JURISDICTION**

This Agreement falls under the jurisdiction of the state of Illinois and is therefore subject to Illinois's laws and regulations.

**THE CLIENT CERTIFIES THAT HE/SHE IS LEGALLY ABLE TO ENTER INTO THIS EVENT CENTER RENTAL AGREEMENT AND THAT HE/SHE HAS READ, UNDERSTANDS, AGREES TO THE TERMS AND CONDITIONS OUTLINED IN THIS DOCUMENT AND IT IS APPENDICES AS WELL AS OTHER REFERENCED DOCUMENTS:**

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Mollies Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name of Mollies Representative

\_\_\_\_\_  
Date Signed

**Please make check Payable to:**

**The Cleark Realty Group LLC.**



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## Mollies Event Center Usage Rules

The following are usage rules that must be followed by Clients / Responsible Party, Client's guests and vendors. Non-adherence to these rules will lead to fines and/or damages

1. Mollies Event Center will be utilized only by the individual with whom this agreement is made and for the purposes identified. **NO SUBLETTING.**

2. **Firearms and Weapons are not permitted.**

3. Do NOT stand on tables or chairs. Contact Mollies representative for location of step stools and ladders

4. Moving Mollie's Décor

Mollies Décor (not including tables and chairs) will be positioned by Mollies staff members. Client must receive consent from Mollies Event Manager to remove and affixed wall hangings or decorations.

5. Event Center Walls

Tape is the preferred method to attach décor items to walls or fixtures in the Event Center. Tape must be removed completely along with the décor items during tear-down. Use of Nails or screws in any wall, fixture or equipment is prohibited. Check with Manager prior.

6. Tables and Chairs are NOT to be removed from the building

7. Candles

- **Candles are NOT PERMITTED** at Mollies. Evidence of real candles being used on Mollie's table linens or tables will be considered property damage and Client will be responsible for replacement costs. Damage to tables or other surfaces caused by candles will also be considered property damage and the client will be responsible for replacement cost.

8. Celebration Items

- The following Celebration Items are NOT permitted at Mollies: bird seed, rice, confetti, bubbles, party string, Chinese sky lanterns, sparklers or fireworks.
- Balloons may be used in moderation. Balloons must be removed during the Access Period and any broken pieces must be placed in a trash receptacle. If balloons (inflated, deflated, or pieces) are left after the Access Period, Client will incur an Excessive Cleaning Fee.

9. Rules for Client's Wedding Vendors (Client is responsible for communication of rules)

- Florists: Florists should bring their own containers. Client must notify Florist that every plant must have an underlying tray to prevent water marks on floors and/or furnishings. All floral equipment and residue (i.e. flower petals or leaves) must be removed from the Event Center (building and grounds) during the Access Period. Brooms or rakes are available from Mollie's Venue Manger.



• **Music/Entertainment: Clients and Client vendors must adhere to the following rules**

- o Volume must be kept at a reasonable level at all times.
- o No music is allowed outside after 9:00 pm.
- o Equipment that gets hot during use must be mounted on appropriate fireproof materials.
- o All equipment must be installed and removed during the Access Period.
- o Mollies reserves the right to end Music/Entertainment for not following these rules.

- **Rental Equipment//Wedding Supplies:** Rental equipment/wedding supplies procured from outside vendors must be delivered and removed during the Access Period. Should that not be possible, Client will incur a Pick- up /Delivery Fee. All equipment must have appropriate materials to ensure no damage is made to the Event Center floor.

**10.** Smoking is permitted ONLY in the designated area (outside on the Deck or parking lot). Guests must use provided ashtrays. Guests smoking outside of the designated area will be asked to go to the designated area. Cigarette/Cigar butts found outside of the designated area will be classified as excessive cleaning fee.

**11. Pool Table** is available for use. It is coin operated. Minors must be supervised by an adult.

**12.** Animals, except service dogs, are not permitted in the building

**13.** Children attending events must be under the direct supervision/control of an adult at all time in all areas





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## Mollies Alcohol Policy

Any and all liabilities arising from the consumption of alcoholic beverages or illegal narcotics on the premises are the responsibility of the Client / Responsible Party.

**Beer, wine, and mixed drinks MUST be served by a qualified bartender.**

Alcohol service must cease 30 MINUTES before Client's tear-down time begins.

Specific behavior that will not be tolerated at Mollies can include, but are not limited to, the following;

- Fighting
- Destruction of property
- Disrespectful conduct (to other Guests, Vendors or Mollies' staff)
- Allowing minor persons to consume alcohol
- Possession and/or consumption of a personal supply of alcohol – this includes private vehicles located in the Event Center parking areas.
- Consumption of alcohol not served by bartender
- Illegal Drugs

At Mollies' sole discretion, Mollies reserves the right to:

- Evict any person(s) engaging in unacceptable activities outlined above, or not complying with the decision of Mollies staff.
- Close the bar and remove all alcoholic beverages from Mollies' property.
- Withhold Client's Security Deposit.

All Illinois State Laws and Federal Laws must be adhered to at all times.



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## Tear Down & Cleaning Checklist

**Cleaning Cart and Cleaning Supplies are Located: Main Level - Janitor's Closet by Entrance & Men's Restroom in Basement**

### Sound System/AV Projector/ Microphones

- \_\_\_\_\_ Turn Off Sound System - Toggle switch on the bottom rear
- \_\_\_\_\_ Turn Off Projector – Press Off button on Remote, located on front row table upon arrival
- \_\_\_\_\_ Turn Off Microphone Wireless System – Press Power Bottom on the Upper Right Side of Wireless System
- \_\_\_\_\_ Turn Off Microphones by Pressing Button on Microphone until the lit display goes dark
- \_\_\_\_\_ Place Microphones on desk in office

### Trash

- \_\_\_\_\_ Empty All Trash Receptacles – Main Area / Bathroom, Basement / Bathrooms, Kitchen, and Bar
- \_\_\_\_\_ Take ALL trash bags out to the Dumpster in Parking Lot
- \_\_\_\_\_ Put New Trash Bags in ALL Receptacles

### Restrooms

- \_\_\_\_\_ Listen if Any Toilets are Running Continuously or Sinks Dripping. If Yes, notify Mollies Rep IMMEDIATELY
- \_\_\_\_\_ Ensure Toilets Flushed and Clean
- \_\_\_\_\_ Ensure Sinks are OFF
- \_\_\_\_\_ Ensure Floors are Clean and Free of Litter
- \_\_\_\_\_ Turn OFF Lights

### Lights/Fans

- \_\_\_\_\_ Ensure ALL Lights and Fans are OFF, Except Front Porch Lights

### Deck (if used)

- \_\_\_\_\_ Ashtrays collected, emptied, cleaned and place on Clean Supply Cart located in Janitor Closet
- \_\_\_\_\_ Umbrella are retracted
- \_\_\_\_\_ Turn Off Lights with Controller and Put Controller in Bucket by DJ area

### Floors

- \_\_\_\_\_ Obvious Dirt / Litter/Debris Picked Up – Vacuumed
- \_\_\_\_\_ Hard Floors such as Dance Floor, Bar, Kitchen, Restroom, Entryway – Swept and Mopped

### Bar/Kitchen

- \_\_\_\_\_ Counters Wiped Down and free of Residue
- \_\_\_\_\_ Dirty Rags Place in Bucket Labeled Dirty Rags on Cleaning Cart

### Furniture

- \_\_\_\_\_ Furniture Back to Original Configuration

### Security

- \_\_\_\_\_ ALL DOORS ARE LOCKED (Deck Door, Double Exit Doors at Front, Main Entrance Door)
- \_\_\_\_\_ ALL Windows that Were Opened Have Been Closed

Place completed checklist and any keys on the bar.

I, \_\_\_\_\_ (print name here), the Client / Responsible Party or person designated by the Client / Responsible party, recognize by signing below that all the items on the tear down and cleaning check list have been completed. I understand if they have not been completed or completed satisfactorily then a portion or all of the deposit may be withheld to pay for excessive cleaning fees or damages caused by lack of securing the event center.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date