



2015-2016 Izaak Walton Lodge Rental — Pricing

Effective March 01, 2015 (subject to change without notice)

| Wedding Rental | Cost |
|---|-------------------|
| <p>Use of the hall and area immediately around the hall from 4:00 pm to 10:00 pm the day <i>prior</i> to the event for setup and rehearsal AND 8:00 am to 12:00 am (midnight) the day of the event. <i>The hall is not cleaned between the two days.</i></p> <p>You will need to have tables cleared, trash in receptacles and all belongings removed by the end of the event, unless you purchase the “Third-Day Wedding Cleanup”.</p> <p>8' rectangular banquet tables and steel folding chairs to seat 200 people.</p> <p>Use of the kitchen area less ovens, stove, fryer and dishwasher.</p> <p>The commercial refrigerator is included.</p> <p>Security the last four hours of the event.</p> <p>Major cleanup, mopping, trash removal, table wiping etc.</p> | \$1,248.00 |
| Sales Tax | \$77.00 |
| Damage Deposit | \$200.00 |
| Total amount due to secure hall (check or money order) | \$1,525.00 |

| Third-Day Wedding Cleanup (Day After Event 4-hour Clean Up) | Cost |
|---|-----------------|
| <p>8:00 am – 12:00 pm (noon) the day after the wedding.</p> <p>If tables, chairs, or tents are rented the Sunday Wedding Cleanup charge is mandatory.</p> | \$200.00 |
| Sales Tax | \$14.00 |
| Total amount due to secure hall (check or money order) | \$214.00 |



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| Weekend Single Event Friday, Saturday, Sunday or Holiday (No Weddings) | Cost |
|--|-------------------|
| <p>Use of the hall and area immediately around the hall from 10:00 am to 12:00 pm (midnight) the day of event.</p> <p>8' rectangular banquet tables and steel folding chairs to seat 200 people.</p> <p>Use of the kitchen area less ovens, stove, fryer and dishwasher.</p> <p>The commercial refrigerator is included.</p> <p>Security the last four hours of the event.</p> <p>Major cleanup, mopping, trash removal, table wiping etc.</p> | \$898.00 |
| Sales Tax | \$52.50 |
| Damage Deposit | \$200.00 |
| Total amount due to secure hall (check or money order) | \$1,150.50 |

| Weekday Events Monday, Tuesday, Wednesday, or Thursday (No Weddings) | Cost |
|--|-----------------|
| <p>Use of the hall and area immediately around the hall from 10:00 am to 12:00 pm (midnight) the day of event.</p> <p>8' rectangular banquet tables and steel folding chairs to seat 200 people.</p> <p>Use of the kitchen area less ovens, stove, fryer and dishwasher.</p> <p>The commercial refrigerator is included.</p> <p>Security the last four hours of the event.</p> <p>Major cleanup, mopping, trash removal, table wiping etc.</p> | \$498.00 |
| Sales Tax | \$24.50 |
| Damage Deposit | \$100.00 |
| Total amount due to secure hall (check or money order) | \$622.50 |



2015-2016 Izaak Walton Lodge Rental — Addendum

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General Information: The Izaak Walton League (IWL) Lodge's capacity is 200 people. 8 foot rectangular tables and metal folding chairs are available for use but are not allowed for use outside of the lodge. No IWL property is allowed outside of lodge. Hall rentals and related charges are non-refundable, with the exception of IWL rebooking the hall. In this event a refund will be processed less administrative and processing fees.

Decorating, rehearsal, takedown and cleanup etc. are to be done during the allotted time frame. The hall is non-smoking, though smoking is allowed outside. Please be considerate and make sure all cigarettes butts are disposed of properly – this is a nature reserve! **No balloons are allowed.** Fishing line and ribbon are recommended to hang decorations.

Damage Deposit: The damage deposit will be refunded after the hall is cleaned by the caretaker. Decorations should be removed, trash should be put in the receptacles and a light cleanup performed. Do not breakdown Izaak Walton Leagues tables and chairs unless requested to do so. The damage deposit will also be refunded upon cancellation of function.

Examples of circumstances that would cause the LESSEE to lose the deposit include, but are not limited to:

- Excessive mess or abandoned items, large liquid spills, confetti-like materials, food ground into floor, paint, or make-up and/or other chemicals on walls, floors or restrooms.
- Cigarette butts not disposed of properly in the provided receptacles.
- Using staples, nails, tacks or leaving excessive ribbon or fish lines.
- Damage to Izaak Walton League building, grounds or equipment (this does not include the potential extra cost for repair, materials and labor).
- Lodge equipment determined missing after rental.
- Any bodily fluids left in building or grounds that requires cleanup by caretaker.
- Forgoing cleaning the night of the rental

Protect the wood floor / other

- Please do not place coolers, tubs or other objects directly on hardwood floors.
- Use carpet, padding, and drip pan, cardboard or other suitable materials to prevent water damage or scratching.
- Do not prop open doors during the heating season.

Contact Information: Opening, closing and other arrangements should be scheduled with the caretaker prior to the event. Casey Collier's # is (574) 621-6557. A set of keys for the kitchen/foyer doorknob will be assigned to you the day of the event and must be returned the night of the event. Failure to return keys will be deducted from damage deposit. The lessee is responsible to inform all vendors / entities providing services of Izaak Walton's policies, rules and procedures.

Hall viewings (day and time)

Check izaaksb.com for more details on open hall viewing days. Viewing the lodge prior to an event cannot be guaranteed for specific days/time due to bookings and other responsibilities of the caretaker.



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Catering: Izaak Walton League has a caterer who has full kitchen rights. Should the LESSEE opt to use someone else, that person(s) will not have access to the kitchen equipment.

Izaak Walton Caterer: **Brian Babicz**
Work: (574) 288-4168
Cell: (574) 220-0485

Alcohol: Izaak Walton League does not have an ABC liquor license. The LESSEE may have alcohol at the Izaak Walton League. The LESSEE accepts and assumes full responsibility for alcohol. The LESSOR assumes no responsibility for alcohol. Izaak Walton League recommends having a licensed bartender serve alcohol.

Outside Vendors:

The lessee is responsible for all vendors and entities providing services for your event at Izaak Walton League and informing them of policies, rules and procedures. (Bands, DJ's, Caterers, Wedding Planners, Florists, Bakeries, Rental and Photographers)

Outside rentals of tables and chairs are the responsibility of the Lessee. The displacement, moving and stowage of Izaak Walton's tables and chairs requires the lessee's participation at the caretaker's direction. Rented equipment not removed by the end of event will require day after (4 hr. clean up) rental.

All communications with Izaak Walton League should be through the lessee. Your contract will be approved, confirmed and mailed back to you upon receipt of payment. Until the confirmed contract is returned to you, you do not have a rental!

Payment Details

Payment is due 14 days from contract date ("*date below*" included in contract) or event date - whichever comes first. Contract is null and void if payment is not received as described.

Hall Rental Calendar

Please check the calendar on <http://www.izaaksb.com/things-to-do/host-an-event/> for the current booked dates. If a day is listed as "busy" it means the day, from 8am to midnight, is booked and unavailable for rent. Dates listed on the site are only confirmed dates, other dates may be reserved but until payment is received the date is still available.