

## SMITH & WESSON HALL: 2004 RENTAL RATES

**NOTE: CLEANUP FEE IS CHARGED ONLY IF RENTER DOES NOT PROVIDE HIS OWN CLEANUP.  
CLEANUP INCLUDES HALL PRE-CLEAN, AND CLEANUP AFTER EVENT.**

| AREAS AVAILABLE   | RENT   | CLEANUP |
|---|--------|---------|
| Dining Hall only; tables & seating for 200 (DH) . . . . .<br>[ <b>NO</b> access to kitchen. Water only from bathroom sinks or outside faucets.]   | 200.00 | 75.00   |
| Dining Hall/Kitchen (DH/K) . . . . .<br>[Rental includes all kitchen facilities and appliances. Power for the walk-in cooler, stove/oven, grill, and deep-fryer will be turned on <b>upon request</b> ; no extra charge.] | 225.00 | 100.00  |
| Dining Hall/Conference Room (DH/CR) . . . . .   | 250.00 | 100.00  |
| Dining Hall/Conference Room/Kitchen (DH/CR/K) . . . . .   | 275.00 | 150.00  |
| Dining Hall/Shower Rooms (DH/SR) . . . . .  | 225.00 | 100.00  |
| Conference Room only (CR) . . . . .   | 100.00 | 25.00   |
| Conference Room/Kitchen (CR/K) . . . . .  | 150.00 | 75.00   |
| Conference Room/Shower Rooms (CR/SR) . . . . .  | 150.00 | 75.00   |
| Conference Room/Kitchen/Shower Rooms (CR/K/SR) . . . . .  | 175.00 | 100.00  |
| Kitchen only (K) . . . . .  | 75.00  | 50.00   |
| Shower Rooms only (SR) . . . . .  | 50.00  | 25.00   |
| Entire Building(SWH) . [Does <b>not</b> include PASA Park office.] . . . . .  | 350.00 | 200.00  |

**Event Services** (catering/decoration/audio-visual/public address/etc.) available by separate/advance arrangement.

### GENERAL TERMS (see Rental Agreement, and Guidelines Sheet, for more details):

1. Listed rates cover 24 hours of Hall use, *including all setup/decoration and cleanup time.*  
**[NOTE! If hall is available, renter may set up after 3:00pm day before event for additional \$25 fee.]**
2. **Any** additional time requires payment of full additional 24-hour fee.
3. Cleaning and preparation of S&W Hall facilities **before**, and cleanup **after**, any event is the **renter's responsibility**, unless cleanup fee is paid **at time of rental**. Brooms and mops are provided. Cleanup soaps, etc., and garbage bags are *renter's responsibility*.
4. All furnishings **must** be returned to original rooms/positions as part of cleanup.
5. Discount 10% from listed rate for two-day rental; 20% discount for three-day (or longer) rentals. Discount applies only to areas used multiple days. No cleanup fee discount.
6. Main S&W Hall restrooms included with rental, plus 1 roll TP/paper towels each restroom.
7. All rentals include 1,000-gallon water/sewage service. Additional water/sewage service **must** be arranged in advance with water hauling service; PASA does not haul water.
8. There is **NO SMOKING** inside S&W Hall. Smoking is permitted on the Veranda.
9. Renter assumes liability for full, **immediate** repair of all damage to PASA facilities.
10. Renter assumes total and sole liability for all injuries and/or damages to renter's guests and attendees.
11. Payment *in full* required with reservation. Full refund for cancellations received *in writing* no later than 30 days prior to event; no refund after that.
12. Keg beer/tappers must be located **outdoors**; **NOT** inside (porch is ok). *No exceptions!*

## S&W HALL USER'S GUIDELINES

*Please follow these simple guidelines for setup, use, and cleanup of S&W Hall. You'll have a great time, we'll get along wonderfully, you'll want to come back, and we'll want to have you. Enjoy your stay*

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1. **DECORATIONS.** Decorate all you want, but *please* don't do any damage to our rooms. In particular, **Do NOT** drive nails or tacks or staples or push-pins into the walls, woodwork, or tables. **Do NOT** use tape to attach things. There are more than 170 decorator hooks evenly distributed around the top wall moldboard, in the ceiling battens, and the window frames. Use these hooks to hang crepe paper, balloons, signs, posters, pictures, banners, whatever you want. If you leave holes in the woodwork, or tape scars on the walls, or tape fragments (or gum) stuck under our tables, we'll have no choice but to charge you for removal and repairs.

2. **FURNISHINGS.** The S&W Hall furniture *in the rooms you rent* is yours to use and rearrange. If you move furniture from one room to another, you **must** return all room furnishings to their *original locations* when you leave. **DO NOT** let people sit on tables; they **WILL** break, and you'll have to buy us new ones. Simple rule: just put everything you use back where you found it. If we have to do it later, you'll have to pay a cleanup fee.

3. **WATER & TOILETS.** The water supply is a closed system. One 1,000-gallon tank is part of your rental. When it's gone, you're dry, unless you've made special **advance** arrangements with a water-hauling service for another fill-up during your rental (one full tank is generally enough to handle an all-night dinner/dancing party for 200 on a hot Summer evening). *You will need to monitor the restrooms.* If a faucet is left running, or a toilet flush handle sticks, the water system can run completely dry in less than an hour. If that happens after business hours, you're out of luck. We supply one roll TP and paper towels for each restroom; more is your responsibility.

4. **CHILDREN MUST BE SUPERVISED!** Children **MUST** be restricted to the immediate S&W Hall area, and not allowed to wander. **Remember:** most of PASA Park's 150-acre grounds are **shooting ranges**. PASA members may be using firearms on these ranges at any time. There are also several lakes and ponds. If children wander away from S&W Hall without supervision, they could accidentally get into the back side of a shooting range by mistake, or fall in a lake in the dark. Not good. **You** are responsible for making sure all parents with children who attend your activity are aware of this situation, and control their youngsters at all times. Unsupervised children love to roll big rocks down the hill surrounding the Hall, or throw gravel into our stairwells or out into the grass. You'll have to fix that, or pay us for fixing it later.

5. **CLEANUP.** Sweep and **mop** the tile floors, vacuum all carpeted areas, take down all your decorations, pick up and dispose of your litter. All garbage cans, indoor and outdoor, must be emptied, and garbage bagged, tied, and left **inside** the Hall in **non-leaking bags** (if you put garbage bags outdoors, furry animals with sharp claws come along at night and rip and scatter, and you will have to pay for cleanup). You are responsible for the litter (*including* cigarette butts) your guests or attendees leave on the S&W Hall veranda, on the adjacent lawn areas, in the parking lots, and along the PASA Park roadways, the same as inside the Hall itself. Anything you rent from a third party (soda service, keg-beer/tappers, caterer's equipment, music machine/band, etc.) **MUST** be removed from PASA premises *at the end of your rental period*, and **NOT** left behind for later pickup! If such items are damaged/stolen after you leave; **YOU** are responsible. If you do your own cleanup, you must supply your own garbage bags, cleaning liquids, etc.

6. **SHUTDOWN.** The doors from the outside into the main Dining Hall, and the main Hall bathroom doors, should be left unlocked when you leave. All other rooms and doors in S&W Hall must be locked when you depart. *In particular, the kitchen doors and roll-down kitchen-counter windows **must** be closed and locked.*

## S&W HALL RENTAL AGREEMENT

**AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the PASA Park, Incorporated, an Illinois corporation (hereinafter referred to as PASA), and: Name:(X)\_\_\_\_\_, phone number (X)\_\_\_\_\_, legal address (X)\_\_\_\_\_, (hereinafter referred to as the LESSEE).

*WHEREAS*, PASA operates S&W Hall, a building containing facilities appropriate for meetings, parties, banquets, and/or social events of various types and descriptions; and *WHEREAS*, the LESSEE wishes to rent the portion of S&W Hall specifically described below; *IT IS HEREBY AGREED* between PASA and the LESSEE as follows:

1. That the following specific portions of Smith & Wesson Hall will be rented to the LESSEE for a 24-hour period on dates (X)\_\_\_\_\_, from the hour of (X)\_\_\_\_\_ until (X)\_\_\_\_\_. This period shall include all of the LESSEE's setup and cleanup time.
2. That the specific portions of S&W Hall to be rented by the LESSEE are:  
(X)\_\_\_\_\_
3. That the LESSEE shall pay to PASA the sum of (X)\$\_\_\_\_\_ as rent for the use of the above stated portions of said building, payable in full upon signing of this contract.
4. That as part of this rental agreement in addition to the specific portions of S&W Hall listed above, PASA shall provide the LESSEE one pair of restrooms, electrical service, and 1000 gallons of water/sewage service. The LESSEE must make separate arrangement with hauling service for any additional water/sewage service.
5. That should the LESSEE provide PASA with a written notice of cancellation no later than thirty (30) days prior to the scheduled date of the rental, PASA shall make a full refund of the rental payment to the LESSEE. No refunds shall be made after thirty (30) days prior to the scheduled date of the rental.
6. That the LESSEE shall assume full liability for the consequences of any events that may transpire at any function it holds at S&W Hall under the terms of this agreement; and that PASA shall not be held liable for the actions of any persons at said function of the LESSEE, nor held liable for the consequences of any events that transpire at said function.
7. That PASA is neither responsible nor liable for the safety of any attendees at any function the LESSEE holds at S&W Hall; nor is PASA responsible or liable for any injuries, including death, that might be suffered by any attendee at any function the LESSEE holds at S&W Hall; nor is PASA responsible or liable for damages to, or theft of, the personal property of any attendee at any function the LESSEE holds at S&W Hall, including automobiles parked at S&W Hall or elsewhere on PASA property; that PASA does not provide a security staff, nor is it a bailee for the personal property of anyone.
8. That PASA does not provide dram shop insurance for the use of alcoholic beverages; nor is PASA responsible or liable for the use of alcohol at S&W Hall or upon PASA property; that PASA does not have, nor is it required to have, a liquor license.

9. That the LESSEE warrants that S&W Hall will not be used for underage drinking parties, and that all reasonable steps will be taken by LESSEE to insure that minors do not drink intoxicating drinks.

10. That the LESSEE shall have the sole responsibility to insure that the leased premises are used only for lawful purposes; and any acts done in violation of the laws of Barry Township, the State Of Illinois, or the United States shall constitute a default on the part of the LESSEE, and could result in the premises being closed and the rent retained as payment against any liquidated damage for said breach.

11. That the LESSEE shall enforce PASA's no smoking rules, and shall insure that S&W Hall remains a smoke-free environment throughout the term of LESSEE's occupancy under the terms of this agreement; that smoking is allowed on the S&W Hall veranda.

12. That LESSEE must return all fittings and furnishings of S&W Hall to their original positions as a condition of satisfactory cleanup; that should LESSEE fail to provide satisfactory cleanup, LESSEE shall pay PASA its specified cleanup fee for the portions of S&W Hall rented.

13. That the LESSEE is liable and responsible for the full repair or replacement cost of any damage done to S&W Hall or to any other portion of the PASA premises by any guests, invitees, or attendees at any function the LESSEE holds at S&W Hall under the terms of this agreement. That the LESSEE agrees to pay such repair or replacement costs for any such damages within seven (7) days of presentation to the LESSEE by PASA of a bill for such damages.

14. That the LESSEE has read and understands the S&W HALL USER'S GUIDELINES sheet, and agrees to abide by said guidelines as part of this agreement; *and further agrees* to insure that any person or persons designated by the LESSEE to supervise or be responsible for the setup, conduct, or takedown/cleanup of the LESSEE's occupancy of S&W Hall shall also read and understand the S&W HALL USER'S GUIDELINES sheet, and shall abide by said guidelines.

In witness whereof, the parties hereto have signed this agreement on the date above-mentioned.

\_\_\_\_\_  
PASA

(X)\_\_\_\_\_  
LESSEE

### INDEMNIFICATION/HOLD-HARMLESS AGREEMENT

I/WE, (X)\_\_\_\_\_, the LESSEE above named, in consideration of the use of the facilities described in the preceding agreement, do hereby agree to indemnify and hold harmless PASA Park, Inc., the Pike-Adams Sportsmen's Alliance, Inc., the Metcalf Family Estate, and all their heirs and assignees thereof, from any loss, cost, or expense in connection with our use of PASA Park premises, and we agree to indemnify them from any loss, cost, or expense in connection with any damages, injuries, or death arising from any activity, event, or function occurring in or about PASA Park and S&W Hall as a consequence of, or attendant upon, our tenancy.

(X)\_\_\_\_\_  
LESSEE