



EMERALD MOUND GRANGE #1813

Hwy 50 & Emerald Mound Grange Rd.

Lebanon IL 62254

(618) 541-0490

Hall Rental Agreement

Name _____

Date of Event _____

Address _____

Type of Event _____

Contact Phone _____

Rental Fee: Main Floor _____(\$100) Lower Floor _____(\$100) Both _____(\$175)

Kitchen Use _____(\$75) Total: _____

Security Deposit: \$100.00

NOTICE: Rental Fee and Security Deposit must be paid with signed contract. The building will be inspected after your event, and the security deposit returned upon satisfaction of the Grange inspector.

Alcohol Policy: No hard liquor will be consumed in the Grange Hall or on its property. Beer, wine or champagne are allowed, but only with your purchase of a one-time special event liquor liability policy. This policy can be purchased at Wilken Insurance on St. Louis Street in Lebanon. Their phone number is (618) 537-4474. Once we have confirmation that you have purchased the policy, you may rent the hall for your event.

1. You and your guests are responsible for removing all personal belongings when your event is concluded. Emerald Mound Grange is not responsible for personal items left behind.
2. You may arrange to use the hall for a period of up to 4 hours the day prior to your event for hall setup (if the hall is available).

3. Any event held in the upper level should not scratch or mar the wood flooring. No stick pins, staples, tape, nails or any other disfiguring attachments may be used on the walls or floor. No security deposit will be returned if damage occurs.

I have read and agreed to the terms as stated above.

Signature _____

Date _____

Contract for Emerald Mound Grange Rental:

Marc Henrichs (618) 541-0490

email: mhenrichs@msn.com