

# TURKEY HILL GRANGE HALL USE APPLICATION, FEES, AND POLICY

**SMOKING, INCLUDING ELECTRONIC DEVICES, IS PROHIBITED IN THE ENTIRE BUILDING AT ALL TIMES.**

**NO ALCOHOLIC BEVERAGES, INCLUDING BEER AND WINE, ARE PERMITTED ON THE PREMISES, ON THE GROUNDS, OR IN THE BUILDING.**

## GENERAL:

The attached application for the use of the Turkey Hill Grange Hall by anyone or any group other than the Turkey Hill Grange must be completed by the person responsible for the group and approved by the Turkey Hill Grange President, authorized representative or Executive Board. A deposit of one half the rent and a \$100.00 cleaning deposit, \$150.00 if kitchen is used, are due with the application. The cleaning deposit will be funded if the Hall and Grounds are left in as clean and orderly condition as they were found including the removal of all trash. If the event is cancelled less than 30 days in advance of the event, the rental deposit is forfeited.

## USE FEES FOR EACH DAY OR PART OF DAY:

To receive the member rate, one must have been a member for at least 6 months at time of signing contract, Member rate cannot be used for organizational rental unless a annual rental agreement is on file.

Rental of the entire building without kitchen	Member \$120	non-member \$350*
Rental of either upstairs or downstairs without kitchen	Member \$ 85	non-member \$175*
Use of kitchen	Member \$ 25	non-member \$ 50*
Use of the Stage without theater lights	Member 0	non-member \$ 50*
Use of stage with theater lights with Grange Technician	Member \$175	non-member \$175*

If setup and or tear down is necessary the day before and/or the day after the event, an additional charge of \$25 per day or part of day will be added to the rental.

When the use of the Hall is accompanied by Turkey Hill Grange providing a meal (dinner, lunch or breakfast) the applicable use fees will be determined based on the availability and intended use of the Hall and determined by the Turkey Hill Grange President , authorized representative or Executive Board.

\*A Turkey Hill Grange member will be present for all non-member functions.

Revised: January, 2015

**RETURN TO:**

**Charles Treser**

**415 N. Michigan**

**Belleville, IL 62221**

**618-531-2600**

# APPLICATION TO USE TURKEY HILL GRANGE HALL

(Please submit two copies of this application along with a check for the required fees.)

Date of application \_\_\_\_\_  
Responsible person's name \_\_\_\_\_ Phone Home \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone work \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State and Zip \_\_\_\_\_  
Desired date \_\_\_\_\_ Time from \_\_\_\_\_ to \_\_\_\_\_ Anticipated attendance \_\_\_\_\_  
Is the responsible person a member of Turkey Hill Grange? Yes \_\_\_\_\_ No \_\_\_\_\_  
Total time for occupancy of Hall (date and time): From \_\_\_\_\_ to \_\_\_\_\_  
(Please make sure the time includes the entire time such as rehearsal, preparation, and clean up time --  
additional fee will be charged if these times occur other than on the day of the event or activity.)  
Time meal is to be served \_\_\_\_\_  
Organization or Group name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State and Zip \_\_\_\_\_  
Purpose of desired use or activity \_\_\_\_\_  
This proposed event or activity is: Fund raising \_\_\_\_\_ Non fund raising \_\_\_\_\_  
Portion of the Hall desired: Entire Hall without kitchen \_\_\_\_\_ Entire Hall with kitchen and cater \_\_\_\_\_  
Downstairs only without kitchen \_\_\_\_\_ Downstairs only with kitchen and cater \_\_\_\_\_  
Upstairs only \_\_\_\_\_ Use stage (\_\_\_\_\$50 additional fee) Use theater lights(\_\_\_\_\$175 additional fee)

**Please complete the attached "Menu and Prices" sheet for desired meal. (Circle the items desired.)**

**It is agreed that:**

The above named organization or group will comply with Turkey Hill Grange Hall use fees and policies. There shall be no illegal local, state, or federal actions or activities. THERE SHALL BE NO SMOKING IN THE HALL INCLUDING THE RESTROOMS. ALCOHOLIC BEVERAGES INCLUDING BEER AND WINE ARE NOT PERMITTED ON THE PREMISES (IN THE HALL OR ON THE GROUNDS).

Youth groups must have adequate supervision at all times (Adequate is defined as at least one adult over 21 years of age for each 10 youth.)

User will leave all the Hall, equipment, furnishings, and grounds in a clean, orderly condition. Tables, chairs, etc. will be arranged as found unless otherwise informed by the Turkey Hill Grange President or representative.

User is responsible for any and all damages, losses, and or repairs at user's expense.

If the Hall and premises are not left in a clean, orderly condition, the refundable portion of the fees will not be returned. Should addition custodial services be required to return the Hall and premises to the condition at the onset of this rental, the user will pay for such services.

This application must be accompanied by the appropriate fees. (See cover sheet for prices)

Fees: Entire Building without kitchen \_\_\_\_\_ Entire Building with kitchen and cater \_\_\_\_\_  
Downstairs only without kitchen \_\_\_\_\_ Downstairs only with kitchen and cater \_\_\_\_\_  
Upstairs only \_\_\_\_\_ Use of stage \_\_\_\_\_ Use of Theater Stage Lights \_\_\_\_\_

Signature of responsible person named above \_\_\_\_\_

Received \$ \_\_\_\_\_ which is for 1/2 rental fee and \$100.00 (\$150 if kitchen is to be used) cleaning deposit.  
Date \_\_\_\_\_

Authorized Turkey Hill Grange Member Signature \_\_\_\_\_  
(This application will be considered by the Turkey Hill Grange and the applicant notified of approval or disapproval.)

APPROVED \_\_\_\_\_ DISAPPROVE \_\_\_\_\_ Date \_\_\_\_\_

Authorized Turkey Hill Grange Member Signature \_\_\_\_\_  
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# APPLICATION FOR MEAL AT TURKEY HILL GRANGE HALL

(Please submit two copies of this application.)

Date of application \_\_\_\_\_

Responsible person's name \_\_\_\_\_ Phone Home \_\_\_\_\_

E-mail \_\_\_\_\_ Phone work \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State and Zip \_\_\_\_\_

Organization or Group name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State and Zip \_\_\_\_\_

Desired date \_\_\_\_\_ Time in Dining Room \_\_\_\_\_ Time serve meal \_\_\_\_\_

Will there be a program after the meal? YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, how long? \_\_\_\_\_  
If this time could exceed 20 minutes, we encourage you to move upstairs for the program after the meal.

Anticipated attendance (number of meals) \_\_\_\_\_

(Maximum seating capacity for seating in the dining room at one time is 175.)

Final number of meals \_\_\_\_\_ (This must be confirmed not later than 3 business days before the meal date.  
This is the minimum number to be paid.)

Additions to this number up to 5% of this final number may be made without notifying the Turkey Hill  
Grange Member who took this application.)

Will you be adding a charge to the price of the meal for other expenses such as decorations, speaker fee, etc.  
YES \_\_\_\_\_ NO \_\_\_\_\_

Please circle the items on the attached "Menu and Price" Sheet for the meal you desire. Should you desire  
an item not listed, please discuss your desires with the Turkey Hill Grange member who accepted this  
application to determine if the item might be available and the applicable price.

## MENU AND PRICES

ALL PRICES ARE TOTAL \_ NO ADDITIONAL CHARGES.

MINIMUM NUMBER OF RESERVATIONS FOR ALL MEALS IS 10.  
FOR RESERVATIONS OVER 30, THE MINIMUM CHARGE WILL BE THE NUMBER OF RESERVATIONS CONFIRMED 3 BUSINESS DAYS BEFORE THE MEAL

Can accommodate 5% more than reservations.

All meals served buffet style with disposable table cloths or place mats, disposable napkins, disposable cold drink glasses, flatware, and china hot drink cups.

### DINNER:

Choice of one meat (fried chicken, turkey breast, pork sausage, roast beef, ham, pork loin, grilled chicken breast on rice covered with orange sauce or (roast beef \*)

Choice of one vegetable (green beans, carrots, corn, peas, or mixed vegetables)

Choice of one potato (baked or mashed with gravy) – no potato if grilled chicken breast on rice is selected.

Choice of one salad (tossed, cole slaw, apple sauce, or cranberry sauce)

Choice of one dessert (cake or brownies with ice cream)

Choice of one bread or rolls

Drinks (coffee, ice tea, water)

If Wurstmarkt-type meal is served, sauer kraut may be added without additional cost.

COST \$14.00 per person

Add \$2.00 per person for china plates

Add \$2.00 per person for two meats

Add \$1.00 per person for two vegetables

Add \$1.00 per person if meal is to be served other than buffet style

Add \$1.00 per person if pie or cobbler is desired for dessert

\*Add \$1.00 for beef

Minimum cost is \$420.00

### LUNCH:

Sandwich (choice of sloppy joe, cold cuts, ham and cheese, BBQ pulled pork, or tuna)

Choice of side: Salad (cole slaw, tossed, apple sauce, or cranberry sauce)

OR Soup (choice of vegetable, mushroom, chicken or beef noodle, or potato)

OR Macaroni and cheese.

OR Baked beans

OR Potato salad

Dessert, choice (cake, cookies, or ice cream) Drinks (coffee, ice tea, water) Potato chips

COST: \$8.00 per person:

ADD \$2.00 per person for china plates

ADD \$1.00 per person if pie is desired for dessert.

ADD \$1.00 per person if meal is to be served other than buffet style.

ADD \$1.00 per person for additional side.

Other items or variations to this menu can be provided upon request and will be priced accordingly

Minimum cost \$240.00

### BREAKFAST:

Choice of: Scrambled eggs, bacon or sausage, toast, hash brown potatoes, drinks (coffee, tea, orange juice)

OR Breakfast casserole (eggs, ham, etc.), toast, hash brown potatoes, drinks as above

OR Biscuits and sausage gravy, scrambled eggs, drinks as above.

COST \$7.00 per person.

ADD \$2.00 per person for china plates

ADD \$1.00 per person if meal is to be served other than buffet style

Minimum cost \$210.00