



Operating Under Council – Manager Government Since 1957

LAKE STOREY PAVILION GENERAL INFORMATION AND RULES

ALCOHOL CATERER	The vendor supplying and serving the alcohol must comply with the City of Galesburg Ordinance Numbers 12-3361 and 12-3362. The City Clerk will then process and verify the eligibility of license of said caterer. A \$100.00 application fee will be charged to caterer. <u>Neither renter/guest are allowed to bring in their own alcohol.</u> Distribution and sale of alcohol shall cease one hour prior to the end of the function. The liquor license holder shall be responsible to ensure that all containers used to consume/distribute alcoholic liquor are removed immediately after the completion of the event and prior to vacating the premises. The alcohol caterer must submit the permit to the City Clerk's Office at least 1 month prior to rental. No alcohol may be left in the building unsupervised.
ARRANGEMENTS	Round tables seat 8-10 people (70 inches in diameter). Banquet style tables include the eight foot or six foot tables. These are typically used for events of 250 plus people and especially for meetings etc. Eight foot tables are 2 feet wide and six foot tables are 2 ½ feet wide. Linens are required on all tables and for bookings made after 9/17/23, provided for a fee of \$3 per linen.
AUDIO/VISUAL EQUIPMENT AND ELECTRICAL	The Pavilion has a supply of equipment which can handle many audio/visual requirements. Ask for details.
CANCELLATION/ REFUND	If an event is cancelled, you must notify the Lake Storey Pavilion 30 days prior to the scheduled event date. A service fee of 10% of the rental amount paid will be charged as an Administrative fee in addition to the non refundable deposit.
DECORATIONS	Guests are responsible for all decorating arrangements and removal. Decorations are not to be hung from the ceiling without prior approval - restrictions apply. All candles must be contained/enclosed. No open flame. Confetti is permitted in small amounts if the renter picks it up after the event. You cannot hang/attach anything from the painted walls or fireplace. Updated 9/17/23: wedding arch can be rented for \$100 deposit- 50% refundable after event barring any damages.

DISTRIBUTION & SALE	The retail sale of all alcohol will only be allowed at a private or civic function at the Lake Storey Pavilion Ballroom, which is not open to the general public and will provide a meal for consumption by those persons attending the function.
ENTERTAINMENT	The customer is responsible for making all entertainment arrangements for their function. The Pavilion is to be informed of all scheduled entertainment and must be approved prior to function date.
EXTRA SECURITY	The City Manager, at his discretion, may require security depending on the type of function and the number of people attending the function. The cost of providing a Galesburg Police Department officer will be at the expense of the renter. <u>The Officer will be on site during the time alcohol is being served.</u> The fee is \$35.00 per hour (2 hour minimum is required). The officer will remain on duty until all guests have vacated the premises. This fee will be included in the final amount owed.
FEES	Fees vary by day, hours, and type of event. All events are required to put a non-refundable deposit of \$100 down/\$250 for weekend rentals to reserve the event date. This deposit will be applied towards your balance. All alcohol events are required to pay a \$300 (refundable) security deposit. The security deposit will not be applied towards your balance. Full balance must be paid 60 days prior to the event. Any use of the Pavilion outside of the agreed upon hours will result in additional fees. Green space/gazebo/shelter reservations are an additional fee. 9/17/23: Linen fee of \$3 per table for all rentals.
FOOD & BEVERAGE	The Pavilion provides you with the option of choosing the caterer of your choice. If you choose to hire someone to cater your food and beverage needs, that person or company is required by the Knox County Health Department to be licensed. However, a closed family function such as a potluck or family reunion where the food is not being sold is exempt and would not be required to obtain a health permit. No tobacco/ecigarette use is permitted.
FUNCTION AGENDA	The Lake Storey Pavilion requires a firm and specific schedule to ensure that detailed function/banquet specifications can be drafted, reviewed and approved. Final payment is required 60 days prior to the event. Type of function, number of people, number of hours

and if alcohol will be served are used to determine your rental rate. If the agenda for your function should change, you will be responsible for the difference in the amount owed.

LAWS

All rules and regulations provided for by the State laws and City ordinances must be obeyed. The City of Galesburg Recreation Staff and/or Galesburg Police shall have the authority to suspend the serving of alcoholic beverages/terminate the rental functions due to abuse of the facility, staff, or failure of rental guests to follow City policies concerning the use of the Lake Storey Pavilion. Alcohol is only allowed inside the Lake Storey Pavilion Ballroom, it is not allowed to go outside of the building.

NON-REFUNDABLE DEPOSIT

A non-refundable deposit of \$100.00 for weekday rentals and \$250.00 for weekend rentals is required.. The deposit will go toward the amount owed. It will not be refunded should a cancellation occur.

PERSONAL ITEMS

The Lake Storey Pavilion is not responsible for securing exhibits, merchandise or articles set up for display, lost or stolen articles.

SECURITY DEPOSIT

A security deposit of \$300.00 is required for alcohol related events to be paid at time of signing the deposit contract along with the deposit fee. The \$300.00 will be refunded back within 2 – 6 weeks after the rental date(s), as long as the terms of the contract have been met. The renter is completely responsible for damages occurring during the use of the facility. The renter is responsible for any damages incurred by their guests or themselves, inside and outside of the Lake Storey Pavilion. If this damage exceeds the security deposit, the renter will be billed for the difference, with payment to be made within 15 days of written notification of the damage.

SET UP/TEAR DOWN

Set up & tear down times must be included in the rental agreement. Any use of the pavilion to set up or tear down outside of the event day will require reservation for that day. A minimum reservation of 5 hours is required per day. This includes dropping off of equipment, decorations, & supplies by caterer, baker, DJ, wedding party and others. The rental time also includes clean up after the event. All clean up of decorations is to be completed at the end of your event. All decorations, trash, food items left on tables and/or in the kitchen area are to be removed from the facility and placed in the dumpster outside the facility.