



at Starved Rock State Park
P.O. Box 570, Rt. 178 & 71
Utica, IL 61373

Laura Bessey
Wheaton Park District
208 W. Union
Wheaton, IL 60187

Contract for - Wheaton Park District

Dear Laura,

Please review all attachments, making any additions, corrections or deletions. Sign and return within two weeks with your \$275.00 deposit and one copy of the contract. Your signature will confirm that the contract terms listed on the reverse side of this document are completely understood and binding.

STARVED ROCK TROLLEY

Date of the Event:	June 09, 2016
Function Starts: 11:00 am	Function Ends: 2:30 pm
42@\$41.00	Total: \$1,722.00
1 leader complimentary	
1 driver complimentary (1 per 20 paid)	

AUTHORIZED SIGNATURE

BOOKED BY: LAURA GUERRERO, Activities

The signature above represents agreement to the policies and terms stated within this contract and listed on the back side of this document.

DATE: 2/11/16

NOTES:

10:45am - Arrive at Lodge and check in with Activities
11:00am - Lunch in the Main Dining Room
12:00pm - Board trolleys for tour
1:00 pm - Belle of the Rock River Cruise
2:30 pm - Return to the Lodge and tour concludes

You are booked for the Land and Water Tour. Final count and payment are due 3 days prior to trip date. Feel free to contact us with any questions. Thank you for choosing Starved Rock Lodge for your tour destination!

1-800-868-7625

www.starvedrocklodge.com

44 total

Packages and Tours on the Trolley and Theatre Policies

As you read please initial in the appropriate space before each policy and procedure.

___ 1. Deposits: All events will require a deposit. Bookings are considered tentative until a deposit is received. Deposits must be in the form of cash, check or credit card and must be received within two weeks after booking to hold your reservation, unless other arrangements have been made with the Activities/Trolley Department.

___ 2. Beverages: Food & beverage items are not allowed on trolley unless they have been preapproved with Starved Rock Lodge management. Damages resulting from violation of this policy will result in a minimum additional charge of \$100.00.

___ 3. Miscellaneous charges:

- a. All food and beverage prices are subject to applicable state tax. To assure tax exemption status, all tax-exempt groups must supply us with a copy of the exemption letter four weeks prior to event. Tax exemption does not apply in room tax or alcohol tax.
- b. Due to additional work resulting from last minute changes, and changes to details made within 72 hours of function may result in a \$50 additional charge.
- c. Excessive soilage of the Trolley will result in an additional charge of \$150.00

___ 4. Prices:

- a. Beverage prices are subject to change without notice until details have been finalized with the Trolley /Activity office.
- b. Trolley will not go farther than a 30 mile radius from Starved Rock Lodge. Each hour booked will include 30 miles.

___ 5. Liability:

- a. Starved Rock Lodge reserves the right to inspect and control all private events.
- b. The Lodge is not responsible for damages to, or loss of, any items left prior to, during or following any event.
- c. Any items or signage to be used on the trolley must have prior approval by the Trolley/ Activity office.
- d. The function coordinator is responsible for, and shall reimburse the Lodge for, any damage, loss or liability incurred by the lodge by any event attendees or organizations contracted by the function coordinator to provide any services or goods before, during and after the event.

___ 6. Cancellations:

- a. To receive a full refund of deposit on events with the trolley, the Trolley/ Activity office must receive cancellations 2 weeks prior to the event.
- b. To receive a full refund of deposit on events with the Theatre, the Activity office must receive cancellation 1 month prior to the event.

___ 7. Any "per person Trolley tour requires a minimum of 20 persons. Tours with less than 20 persons will be charged for 20 persons.

___ 8. Payment: Direct billing terms are net 10 working days. Interest will be charged at 1 1/2 %per month on any unpaid balance. In the event of non-payment of the Lodge's terms, the function coordinator agrees to pay reasonable attorney fees and court costs.

- a. Corporate / Social: The remaining balance must be made event day, unless otherwise arranged by the Trolley / Activity office.
- b. Government: If paying by voucher or credit card, this information must be received with the returned signed contract in the Trolley /Activity office prior to the event.
- d. Weddings: The remaining balance is due 1 week prior to the event.

These policies are subject to periodic review and revision.

Thank you for your cooperation and understanding for our policies. Any questions or for clarification, please contact the Activity & Trolley office at (815) 220-7386 or (800) 868-7625 ext 386. Please send signed copy of contract to: Starved Rock Lodge, P.O. Box 570, Utica, IL 61373 or fax to 815-667-4455 .