

# Twin Oaks Lodge



## *Twin Oaks Lodge: History*

Twin Oaks Lodge was a Civilian Conservation Corps project during the Great Depression, by the local 698<sup>th</sup>, as a part of the Lake Hamilton property in 1937 and completed in 1938. This building is of special historical significance as it was constructed from sandstone curbs that were previously removed from Benton's dirt streets prior to paving with brick. Curbs had been stored in huge piles for decades from their removal in the early 1900's.

## *Twin Oaks Lodge: General Information*

Twin Oaks is a beautiful, scenic venue with 3,200 square feet of usable event space. Indoors, the facility has a large banquet room, a kitchen and two restrooms; outside you will find a fire pit, spacious grounds and picturesque scenery. Twin Oaks can accommodate upwards of 180 people.

Twin Oaks is a wonderful event venue for reunions, weddings and/or receptions, corporate meetings and or/retreats and numerous other types of events and activities. The grounds are available at no cost for picnics, photography, kayaking/canoeing on the lake and relaxation around the fire pit (when the building is not rented and in use).

Enclosed, you will find the rental fee and deposit information, an application to rent the venue and additional information regarding alcohol use and sales at your event (if you choose to have it).

For questions and to make reservations, contact the Benton City Hall at 618-439-6131.

## *Rental Fee and Deposit Information*

- Rental Fee - \$300 /calendar day on Friday, Saturday, & Sunday; \$150 / calendar day on Monday-Thursday (calendar day is from 7 a.m. to 11:59 p.m.)
- Deposit - \$100 /event (refunded within 45 days of the end of the event if the facility is undamaged and cleaned properly) Both Rental Fee & Deposit are due at the time of the application to secure the venue (separate checks – no cash)
- If the renter chooses to have alcohol at the event, an “Alcohol Special Use Permit” must be submitted to the City (the permit is included within this packet), a copy of the vendor’s liquor license must be attached, and a separate check for the \$50 permit fee must be turned in with this application.
- Rental Fee is fully refundable if event is cancelled 31 days or more before the event
- Rental Fee is partially refundable if event is cancelled 30 days or less before the event (1/2 the fee is refunded)
- Deposit is partially refundable if event is cancelled 31 days or more before the event (\$50 is refunded)
- Deposit is non-refundable if event is cancelled 30 days or less before the event
- Deposit is fully refundable if event takes place and venue is cleaned/undamaged
- Deposit is partially refundable if event takes place and venue is damaged or not cleaned properly (all cleaning/repair expenses will be taken from the deposit, and any additional expenses will be billed to the applicant)
- ABSOLUTELY NO SMOKING! NO NAILS, SCREWS, ETC PUT INTO WALLS-NO GLITTER OR DECORATIONS SMALLER THAN A PENNY-PLEASE DO NOT OPEN WINDOWS AS THE BUILDING IS CLIMATE CONTROLLED

# Twin Oaks Rental Application

Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address:

\_\_\_\_\_

Driver's License State & Number:

\_\_\_\_\_

Requested Dates: \_\_\_\_\_ to \_\_\_\_\_

Times of Use: \_\_\_\_\_ to \_\_\_\_\_

Day of Event Contact Person:

\_\_\_\_\_

Phone #: \_\_\_\_\_

Will Alcohol be Served:

Yes \_\_\_\_\_ No \_\_\_\_\_

(Alcohol may only be on premises if all of the City of Benton ordinances are met as required. Please contact the City Clerk with any questions at 618-439-6131 ex 402.)

Deposit Amount (\$100): \_\_\_\_\_

Rental Fee Amount (\$300/\$150 x Number of Days): \_\_\_\_\_

Alcohol Special Permit Fee (\$50): \_\_\_\_\_

Total Due: \_\_\_\_\_

(No Cash – Separate Checks for Deposit/Rent/Alcohol Payable to: City of Benton – Twin Oaks)

Check #1 (Deposit): \_\_\_\_\_

Check #2 (Rent): \_\_\_\_\_

Check #3 (Alcohol): \_\_\_\_\_

Name and Address to Return Deposit:

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Application for Alcohol Special Use Permit  
(Twin Oaks Only)*

[Revised City Liquor Code Section 21-3-1(F)(G)]

(To be filled out by the Vendor who will supply the alcohol at the event)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

State Liquor License Number: \_\_\_\_\_

\*A copy of your State Liquor License must be attached\*

Contact Person(s): \_\_\_\_\_

Has your State Liquor License ever been revoked or suspended, or have you ever been charge with a violation related to liquor? Yes \_\_\_\_\_ No \_\_\_\_\_

*Bartender/Server/Caterer Information*

[Revised City Liquor Code Section 21-3-1(F)(G)]

(To be filled out by the Vendor who will supply the alcohol at the event)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

State Liquor License Number: \_\_\_\_\_

\*A copy of your State Liquor License must be attached\*

Contact Person(s): \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

\*If "yes," please attach a detailed explanation\*

# *Special Use Permit Information*

*(Twin Oaks Only)*

[Revised City Liquor Code Section 21-3-1(F)(G)]

- If alcohol is to be available, a provider must be the holder of a valid liquor license issued by the State of Illinois
- All applications must be presented to the City of Benton at least 10 days before the first day of the event
- Dram Shop insurance to the maximum limit is required for this permit, with the City of Benton named as the additional insured
- Any permit issued will be on the express condition that the holder(s) of the permit will not violate any of the laws or regulations of the United States, State of Illinois, or City of Benton. In the event of such violation, any such permit will be revoked
- A permit is not transferrable and is valid for the location and event for which it is issued
- The fee for the City of Benton Alcohol Special Use Permit is fifty dollars (\$50.00), payable to the City of Benton, and must be received at the time of the permit issuance
- Application is to be filled out by the Vendor who will supply the alcohol at the event
- Application shall be presented to the Zoning and Economic Administrator for permit

## *Insurance Information*

- *Attach proof of Dram Shop insurance to the maximum limit for this event*
- *Attach a photocopy of the insurance rider showing the City of Benton as an additional insured. This rider must cover the location where the event is being held and coverage must coincide with the date(s) of the event (failure to attach the foregoing documentation will result in rejection of the application).*

## *Cleaning Checklist*

- √ Chairs, Tables, & Carts cleaned as needed
- √ Chairs and tables put back properly on carts
- √ Store carts (including tables and chairs) properly
- √ All spills/messes on floors, counters, etc. cleaned appropriately
- √ Floor swept appropriately
- √ Refrigerator and stove cleaned as needed
- √ Bathrooms cleaned as needed
- √ Remove all trash/debris in building or on grounds (inside & out)
- √ Trash secured in trash bags and put in dumpster
- √ Put all cleaning supplies away
- √ Leave bathroom doors OPEN (for air circulation)
- √ Turn lights off (except rear entrance security light...leave it on)
- √ Lock both entrances
- √ Return key to Benton City Hall or the Fire Department

## *Signature(s)*

*The undersigned applicant, or authorized agent thereof, swears and affirms that:*

- The matters stated in the foregoing application, and the attachments thereto, are true and correct, and are made on personal knowledge of the person(s) signing;*
- That they are made for the purpose of obtaining an Alcohol Special Use Permit from the City of Benton for the event herein described.*

*Applicant Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

