

Twin Oaks Lodge



Twin Oaks Lodge History

Twin Oaks Lodge was a Civilian Conservation Corps project, taken on by the local 698th. The project, on the Lake Hamilton property, was started late into the Great Depression and came to close 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 the city with brick in the early 1900's, the curbs had been removed and stored until they found use in this project.

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 or to make reservation, contact the Benton City Hall at 618-439-6131 ext. 400.

Rental Fee and Deposit Information

- **Separate checks are required for deposit, rental and special alcohol permit fee.**
- **Rental Fee** - \$300/per day on Friday & Saturday; \$100/per day Sunday - Thursday (Lodge access hours are from 12:01 a.m. to 11:59 p.m. of the date(s) of rental).
- The **rental fee** is due no later than 60 days prior to the event. A week prior to your due date, a courtesy call will be made to remind you that payment (in-full) is due.
- If your rental fee is **not paid in-full by the 60-day mark**, your reservation and deposit are **forfeited**.
- **Deposit** - \$200/event (refunded within 45 days of the end of the event if the facility is undamaged and cleaned properly). **The deposit is due at the time of the application to secure the venue.**
- 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). The permit, a copy of the vendor's liquor license must be attached, and a check in the amount of \$50 must be turned in with this application.
- Deposit and rental fee are fully refundable, if cancelled 60 days or more prior to the event.
- Deposit is **nonrefundable** if the 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).
- Deposit is forfeited if alcohol is used on the grounds without proper documentation
- **ABSOLUTELY NO SMOKING! NO NAILS, SCREWS, ETC PUT INTO WALLS - NO GLITTER OR DECORATIONS SMALLER THAN A PENNY!**

Building Information

- 222 chairs measuring 17" wide, with a 34" high back, and a seat height of 18"
- 20 round tables 60" in diameter that stand 29" tall
 - 1 smaller than the rest
- 5 rectangular tables at 96" long, 36" wide, and 29" tall
 - 1 wooden
- Two restrooms indoors
- An indoor kitchen
- Outdoor fire pit
- Dimensions are 80' by 40' for a total of 3200 sq ft.
- Ceiling height starts at 10' and increases to 15'6" at the center

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 and mopped 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)
- ____ Lock both entrances
- ____ Return key to Benton City Hall either in person or by drop box

Special Use Permit Information

(Twin Oaks Only)

[Revised City Liquor Code Section 21-3-I(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).

Twin Oaks Rental Application

Date of Event: _____

Renter's Name(s): _____

Home Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Email address: _____

Driver's License Number: _____

Issued By State: _____

Requested Date(s): _____

Number of Expected Guests: _____

Day of Event Contact Person: _____

Phone: _____

Deposit: \$200

Date Paid: _____

Check Number for Deposit: _____

Name and Address to Return Deposit:

Receipt Number: _____

Rental Fees:

Date Paid: _____

Sunday – Thursday: \$100 per day

Friday & Saturday: \$300 per day

**Lodge access is from 12:01 a.m. to 11:59 p.m. of the date(s) paid.*

Total Rent Amount: _____

Date Due: _____ Check Number: _____

Receipt Number: _____

Alcohol Special Use Permit Fee: \$50

Date Paid: _____

**City ordinance must be observed. Please contact Damien Wilburn with any questions at: (618) 439-6131 ext. 400.*

Date Due: _____ Check Number: _____

Receipt Number: _____

I acknowledge that if I do NOT cancel my reservation before 60 days prior to my event, use alcohol without the proper City documentation, or abuse the grounds/do not clean-up after my event, I forfeit my \$200 deposit.

Applicant Signature: _____

Date: _____

This is to be filled out by the License Holder.

Date of Event:

Application for Alcohol Special Use Permit

(Twin Oaks Only) In accordance to Revised City Liquor Code Section 21-3-1(F)(G)

License Holder Information

Name: _____

Phone: _____

Email: _____

State Liquor License Number: _____

Bartender/Caterer Information

Name: _____

Phone: _____

Other Contact Info: _____

We must retain a copy of the license for our records.

Has your State Liquor License ever been revoked or suspended, or have you ever been charged with a violation related to liquor? Y/N

If yes, please explain:

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 even herein Described.

Applicant Signature: _____

Date: _____