

## Event Clean up:

All events are to be finishing up by midnight; immediately followed by cleaning up and party exiting the building no later than 1:00 a.m.

The following are the responsibility of the renter:

- All decorations must be removed.
- All tables must be cleared.
- All event trash must be taken to the dumpster.
- All rental items must be placed in the hallway alcoves. **Renter must make arrangements for removal of rental items by 9:00 a.m. the morning following the event.**
- All tables and chairs used on the patio must be brought in by the renter.

Restrooms must be left reasonably clean. Please notify staff if paper supplies are low.

Renter is responsible for cleanup of any litter such as cans, cups, cigarette butts, etc. found outside the Lodge or in the parking lots.

Fireplace fires must be extinguished to the satisfaction of the Site staff. All leftover wood must be removed from the Lodge, unless special arrangements have been made with the Site staff.

Refund of all or part of the renter's damage deposit will be at the absolute discretion of the Foundation, after final inspection by Site staff. Renter will be charged for any damage done to the facility or tables and chairs used for the event. Renter's damage deposit will be kept in full if traditional, wax candles are used outside the fireplaces. In the case of excessive damage or lateness of departure, additional charges above and beyond the damage deposit will be billed to the renter.



## In order to preserve this historic and public Lodge building, the following Lodge Rules must be followed:

- No rice or birdseed can be thrown or placed inside or outside the Lodge.
- No staples, nails, tacks, or duct tape can be used to hang decorations.
- No tape of any type can be used on the floors.
- Lodge decorations and historic furniture may not be removed or moved.
- No helium balloons allowed in the Lodge.
- No small "dot" type confetti or small loose glass or plastic crystals allowed.
- No sparklers of any kind allowed. No fireworks.
- Only battery operated candles** are allowed for decoration outside the fireplaces.
- Lit candles may be used only inside fireplaces.
- No large bonfires in the fireplaces, small fires only.
- Dry hardwood must be furnished by the renter. No accelerant may be used.
- Due to State Fire Code, there is no smoking anywhere in the Lodge.
- Do not remove or damage any vegetation at the Historic Site.
- Do not dump ice in courtyard landscaping.
- Items may not be dropped over the balcony railing. Check for accidentals before leaving.
- No popping of champagne corks into the air.
- No standing on the chairs or dancing on the tables allowed.
- No golf carts allowed in the Park.

If the renter is using a planner, vendor, DJ, etc. it is the responsibility of the renter to ensure all are advised of the rules posted or it could result in the forfeit of the renter's damage deposit.

## About the Citizens to Preserve Black Hawk Park Foundation

The Foundation was formed in 1972 for the preservation and improvement of Black Hawk State Historic Site.

Activities sponsored by the Foundation include programs related to the Historic Site. These include nature hikes led by local experts to explore the geology, archaeology, wildflowers and birds found at the Site. Many have also enjoyed the Labor Day Pow Wows. Programs have included: Valentine's Moonlight Walk, The Good Old Days at Black Hawk, Bald Eagles, Civilian Conservation Corps, Native American History, Unhuggables, and wildflowers and birds found at Black Hawk.

The Foundation also has developed and printed educational materials for use by school and scout groups as well as the public. These include: wildflower, tree, and geology leaflets; trail guides for the north woods, Rock River, and prairie areas in the park and the book "Twelve Moons".

Proceeds from the rental of the Watch Tower Lodge remain at the Historic Site to be used by the Foundation for educational purposes as well as for improvements to the Site itself. Major Site improvements have included the Prairie View Picnic Shelter, CCC, Fur Trade & History exhibits, indoor and outdoor interpretive signage, Lodge audio/visual equipment, podiums, Site maintenance equipment, tables, chairs and appliances for the Lodge and Singing Bird Center, invasive plant removal in Nature Preserve, a security system for the Lodge and new electrical for Singing Bird Center.

For information about joining the Citizens to Preserve the Black Hawk Park Foundation please contact the Park Museum at (309) 788-9536 or Park office at (309) 788-0177.

[www.blackhawkpark.org](http://www.blackhawkpark.org)

4/5/52018

## RENTAL INFORMATION

# Welcome to the Watch Tower Lodge



BLACK HAWK STATE HISTORIC SITE

1510 46th Avenue  
Rock Island, Illinois  
(309) 230-8885

## Rental Information

The beautiful and historic Watch Tower Lodge is available to comfortably accommodate 250 people for receptions, banquets, seminars, workshops, and parties. The facility has knotty pine walls, vaulted ceilings with hand hewn woodwork, two large stone fireplaces and hardwood floors. It is fully heated and air conditioned for year round comfort. Near-by the Lodge are two lighted parking lots with space for 100 cars and two buses.

**The Watch Tower Lodge is a smoke free public facility, by State of Illinois Law.**

All facilities are accessible to the disabled.

### Rental Cost:

**-\$1000 plus \$250 refundable damage deposit**

### Watch Tower Lodge History

The Watch Tower Lodge was designed by Illinois State architect Joseph F. Booton in 1934 and was built in two phases. Men of the Civilian Conservation Corps (C.C.C.) constructed the museum and Refectory during 1934 and 1935. Both rooms were built of native limestone, quarried at Le Claire, Iowa. Hand-hewn oak timbers and hand-wrought iron fixtures were provided by C.C.C. labor. The Black Hawk Room and hallway were added in 1942. A W.P.A. muralist painted the murals, located at either end of this room. From 1942 until 1978 a restaurant and public lounge were housed in these rooms.



### Event Setup

Setup for the event may start after 9:00 a.m. the day of the event.

Tables and chairs available:

- 30 - 60" round tables seating 8 people
- 15 - 30" x 72" rectangular tables
- 250 - banquet chairs
- 40 - green plastic outdoor chairs

If additional tables and/or chairs are needed they will have to be rented at renters expense.

Only white plastic chairs and the rectangular tables may be used outdoors. Banquet chairs shall not be used outdoors.

Bars must be setup on the cement floor in hallway or on the balcony only.

Renters may drive to south side glass doors to unload **only** from East parking lot. Vehicles must be moved immediately to a parking lot after unloading. No driving or parking on grass or sidewalk.

### Party Arrival

**The Watch Tower Lodge a public historic facility and it contains two busy public museums.** Private events may only be held from 5:00 p.m. to midnight and out by 1 a.m.

- Renters must confine set-up to the Black Hawk Room before 5:00 p.m.
- Decorations and tables maybe setup in hallway but need to be set off to the side until 5:00 p.m.
- Site restrooms are for use by the public prior to 4:00 p.m.
- Bridal Party pictures may not be taken on-site prior to 4:00 p.m.

### Kitchen Facilities

The kitchen includes:

- Two refrigerators
- Two standard gas stoves
- Two microwave ovens
- Stainless steel deep sinks
- Garbage cans and liners

Renters may hire a caterer of their choice, at renters expense. All cleanup procedures outlined and posted in the kitchen must be followed by the caterer, renter, or renters family. All food items and garbage must be removed from the Lodge at the end of the event.

### Lodge Furniture

The oak Lodge furniture is original to the structure and therefore may not be moved. Any moving of the furniture will result in the immediate forfeiture of the renter's damage deposit.

### Renter Responsibility

Renter is ultimately responsible for the condition of the Black Hawk Room, restrooms, kitchen and hallways. Renter is also responsible and liable for any damage to the Lodge facility and furnishings and Park property that occurs as a result of renting and using the facility.

### ALCOHOLIC BEVERAGES & REQUIRED INSURANCE

- Music and serving of beverages must stop by midnight.
- Alcohol may **not be sold** at the event.
- **No alcohol consumption prior to 5:00 p.m. No underage drinking allowed.**

### DRAM Shop Insurance

Proof of DRAM SHOP INSURANCE will be required two (2) months before date of event, if alcohol will be available on the premises. The Illinois Department of Natural Resources and the Citizens to Preserve Black Hawk Park Foundation must be listed as additional insured's on your policy. Alcohol will not be permitted without this insurance.

### Liability Insurance

It is highly recommended that you make sure your group or family is covered by liability insurance for your event. If it is a private event such as a reception, reunion, etc., make sure your homeowners or renters insurance covers your event. If it is an organization event, the host organization will be required to have liability insurance either by using their existing master policy or by purchasing a special event policy listing the Illinois Department of Natural Resources as the property owner and the Citizens to Preserve Black Hawk Park Foundation as the rental agent. Renters are liable for all damages to park property that occur in relation to the rental event.

### BLACK HAWK STATE HISTORIC SITE

**Black Hawk State Historic Site**  
1900 46th Avenue  
Rock Island, Illinois, 61201  
Museum Phone: (309) 788-9536  
**Lodge Reservations: (309) 230-8885**  
or [blackhawkparklodge@gmail.com](mailto:blackhawkparklodge@gmail.com)