

# Facility Rental Application & Agreement



**Instructions:** Applicants should submit completed form (via scan, fax or in-person drop off) at least 2 weeks prior to date of event. Applicants can expect to receive a response regarding application within 3 business days. Once approved you will receive an emailed permit as confirmation of your booking and your 50% down payment is due at that time. Full payment for rental and fees due 2 weeks prior to event date. Please note submitted application does not guarantee reservation.

Name of Person/Org. Booking Event: \_\_\_\_\_

Name of Contact Person (if different from above): \_\_\_\_\_

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

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

Type of Event: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

# of People Attending: \_\_\_\_\_

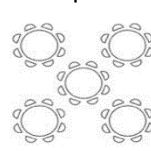
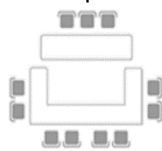
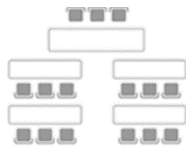
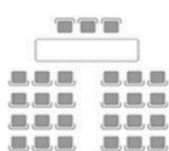
Check where applicable: Private Rental:  Sports Rental:  \*Non-Profit Rental:

*\*If Non-Profit Rental please attach 501c (3) determination letter from IRS.*

*\*30 minutes of set-up & clean-up time is provided for free. If you need more time, please build that into your rental time.*

\_\_\_\_\_ Date(s) of Event (01/01/20) \_\_\_\_\_ Day(s) of the week \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Primary Room Set-up Style: Theatre:  Classroom:  U-Shape:  Banquet:  \*Other:



\*If selecting "Other" please describe: \_\_\_\_\_

Will a caterer be used for your event: YES  NO

Will you have an entertainer for your event: YES  NO

Please let us know what **COMPLIMENTARY** items are needed for your event:

Chairs # \_\_\_\_\_  \*60" Round Tables # \_\_\_\_\_  \*6' Rectangle Tables # \_\_\_\_\_  Card Tables # \_\_\_\_\_

Hi-boy Tables (up to 8) # \_\_\_\_\_  Easel # \_\_\_\_\_  White board  Lectern/Podium  Coat Racks

*\*Please note our Round tables fit between 8 – 9 chairs per table. Rectangle tables seat between 4-6.*

Please let us know what **ADDED SERVICES** are needed for your event:

Fireplace: \$35       Foyer Furniture Removal: \$100

Coffee Service: Please specify:  Regular  Decaf  Both *Service includes creamer, sugar, cups, and napkins)*

Small: \$20

Serves up to 15 people

Medium: \$35

Serves 15-30 people

Large: \$55

Serves 30-55 people

Audiovisual (Audiovisual equipment is rented per item, per day)

LCD Projector & Screen: \$20

Portable Sound System: \$25

Portable TV w/ DVD: \$20

**KETTERING HALL ONLY:**  Main Sound System: \$300

Light Board: \$40

*\*\*\*Client must provide own sound or light technician. Main Sound System Includes 3Hand-held, 3 Clip-on available.*

Will you serve alcohol at the event (\$100 permit fee): YES  NO

Will the Kitchen be used for your event (\$40/Hour): YES  NO  Please specify hours: \_\_\_\_\_

Will anything need to be dropped off/delivered before your event day? (\$50 storage fee): YES  NO

**TOTAL RENTAL COST**

Room(s) Fee: \$ \_\_\_\_\_

Alcohol Permit: \$ \_\_\_\_\_

Added Service(s): \$ \_\_\_\_\_

Security Fee: *\*This fee may be requested for parties over 200*

TOTAL Rental Cost: \$ \_\_\_\_\_

**Down Payment (50% of total) Due: \$ \_\_\_\_\_**

*\*Once approved a card authorization form will be sent to process your down payment for your reservation.*

*By signing above, I hereby indemnify and hold harmless The Community House, its Director, members of the board of trustees, committee members, employees, volunteers, or agents from any and all losses, expenses, and damages to person or property from any cause whatsoever in connection with the event, including but not limited to, preparation, prior to and cleaning up after said event. Further, I agree to all rental regulations listed on The Community House Rental Agreement and understand completion of this Rental Application and Agreement does not guarantee space is available for my event. Further, I agree The Community House may photograph or video my event and my guests for use in advertisements, promotional material including but not limited to print material, website, social media, and newspaper.*

Signature (Event Contact): \_\_\_\_\_ Date: \_\_\_\_\_

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

↓Please continue to page 4 to initial contract ↓

# The Community House Rental Rules and Regulations



Please read this User Agreement carefully. Your reservation will be secured when we have received the signed agreement and any deposit required.

**Payment:** A 50% deposit is due with this signed User Agreement. Space will not be confirmed until The Community House receives the signed agreement and required deposit(s). This deposit is non-refundable but will be applied to your total rental fee. Failure to return signed agreement and/or deposit will result in event cancellation. Failure to submit final payment 14 days prior to event date may result in cancellation of your event.

**Cancellation of User Agreement by The Community House:** The Community House may cancel this User Agreement without any liability to User if all or any part of the space rented is rendered unsuitable for the User's Event by fire, storm, casualty, act of God, needed for TCH use or any other cause beyond the reasonable control of TCH. If cancellation takes place before the Event Day, all deposits shall be returned to User.

**Indemnification:** User (including any of its guests, employees, agents, caterers, or purveyors), hereby indemnifies and holds harmless TCH, its Director, members of the Board of Trustees, Committee members, Employees, or volunteers from any/all losses, expenses, and damages to person or property from any cause whatsoever in connection with the event, including, but not limited to, preparation prior to and cleaning up after said event.

**User Responsibilities:** User agrees to use the facilities in accordance with all rules and regulations imposed by TCH, as well as all applicable governmental laws, rules regulations and ordinances. User agrees to exercise all proper care in connection with the use of the facilities and further agrees to, among other things, (a) properly supervise all children under 18 years of age; and (b) implement all such measures as are reasonably necessary to prevent theft of property belonging to TCH, damage to property belonging to TCH, and any nuisance emergency and 911 calls. User acknowledges and agrees that it shall be held responsible for any breach of this section. Upon occurrence of any of the foregoing, TCH may, at its sole option and in addition to any other rights or remedies that it may have under this User Agreement or at law or equity, immediately terminate this User Agreement. In addition, the indemnification shall specifically cover any/all damage, cost, expense, and fees (including reasonable attorneys' fees) incurred or suffered by TCH as a result of any of the matter-covered in this section. There will be a \$200 charge for each false 911 calls or Fire Alarm. The Community House is a smoke free environment. State law prohibits smoking in the building or within 15 feet of any entrance. User agrees that at all times during the event, sound levels, whether created by persons or mechanical means shall not interfere with other events taking place in or outside the facility.

**Alcoholic Beverages:** State and local law prohibits the sale of alcoholic beverages at The Community House. Groups wishing to serve alcohol must receive consent from The Community House at the time the User Agreement is signed, and users must agree to the additional **Alcohol Permit Conditions** for events serving alcohol. Alcohol must be served from inside the building. BYOB events are **not** permitted. Cash bars and drink ticket purchases **are** permitted. A \$100 alcohol permit fee will be assessed for **all** events serving alcohol.

**Fire Safety:** Candles are permitted only with hurricane lamp covers-no open flames. Fire exits may not be blocked in any way. Be sure guests know location of fire exits. All guests must evacuate building in case of fire alarm, even if alarm is known to be false. The fire department will declare when guests may re-enter building.

**Decorations and Props:** No nails, tacks, screws, or the like shall be driven into TCH walls, woodwork, ceiling, doors, floor or any other property. Use of any type of tape on TCH walls is prohibited. User is responsible for removing all decorations at the end of an event. Nothing may be attached to stage curtains, chandeliers, or sprinkler heads. The furniture and decorations in The Community House are not to be moved without approval of TCH staff.

**Supplies:** TCH allows use of its tables and chairs for events. In addition, Users may rent additional items from TCH for events. User is responsible for providing all other supplies. Deliveries and removal of any items must be made during the set-up time or during your contracted time frame. The Community House is not available for storage of equipment and is not responsible for lost, stolen or damaged items.

**Equipment:** Property must be returned in same condition as when delivered or you will be billed for repair/replacement. If you request equipment not reserved in advance, you will be billed for the use.

**Caterer's Responsibilities:** User's caterer must contact TCH office at least 14 days before the first Event to coordinate use of the kitchen and/or equipment. User shall ensure that the Caterer will cooperate with TCH in fulfilling responsibilities of User and Caterer.

**Insurance:** User is responsible for obtaining its own insurance coverage for the event. If user employs a caterer, caterer must furnish certificates of insurance naming The Community House as additionally insured.

**Security Deposit:** In addition to the rental deposit, if your event serves alcohol or has over 150 attendees, a \$250 security deposit must accompany the signed User Agreement. The full amount will be returned within 14 days after the last event day less sums required.

**Clean Up:** User is responsible for leaving the space rented and other Community House space in good order. Representatives of TCH and User will inspect premises before and after Event. If User has not satisfactorily cleaned Premises TCH may, in its sole discretion, apply all or any part of the Security Deposit to its cost of cleaning and repairing Premises. If the Security Deposit does not cover TCH's costs, then the User shall be responsible for paying any deficiency within 5 days after billing.

**Departure Regulations:** User must allow appropriate time for event set up and clean up as part of this Agreement. The rented space will be available 30 minutes prior to event start time. If the User remains after the contracted time, additional fees will be assessed on 15-minute intervals and taken from the security deposit. If the Security deposit does not cover TCH's costs, the User shall be responsible for paying any deficiency within 5 days after billing.

**Staff:** There will be a representative from The Community House in the facility at all times during your event to ensure the safety of your guests and to oversee the facilities, grounds and equipment. This employee is authorized to prohibit or control any activity which is not consistent with the rules of The Community House, or which could cause harm to The Community House or any guests of The Community House.

**Patio Only Rentals:** The Community House is not responsible for providing inclement weather/rain-out solutions for outside events. In the event of rain or other inclement weather user can tentatively rent a back-up space if available, rent a tent from an outside vendor or reschedule the event to an available date. User must do this no later than 1 week before the event date. User will not be charged for backup space unless another rental requests the use of that room. At that time TCH will reach out to user to see if they would like add the back-up space to the rental or they must forfeit the hold. In the event that the back-up space is used in place of the patio TCH will uphold original rental rate for the patio.

**\*\*User Initials:**

Please initial that you have read and agree to Rules & Regulations

*Thank you again for choosing The Community House for your event!*

**Submit application to 415 W. 8th Street, Hinsdale, IL 60521, [Jspizzirri@thecommunityhouse.org](mailto:Jspizzirri@thecommunityhouse.org)**