



Facility Rental Agreement

Community Center @ 120 E. Oak Street Addison, IL 60101

For more information:
Contact Facility/Events Manager

Office: 331.209.2147

APPLICATION DATE: _____

Banquet Rooms: Room A Room B Room C Room D Senior Center
 Craft Room Kitchen CF Small Conference Room

Event Date: _____ Event Type: _____

Will alcohol be served at your event? (Check) YES NO

Time: Begin: _____ am/pm End: _____ am/pm

of Guests: _____

Applicant Full Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Phone Number: _____

Email: _____

Birthday: _____ **Attach Photo Copy of Drivers License or State ID*

In order to secure your preferred date and space, a deposit of \$200 or \$300 is due at the time of booking along with signed agreement. Deposit will be refunded 1-2 weeks after the event if no damage was recorded and/or no overages/add-ons occurred.

Any catered food or outside entertainment must submit a certificate of liability insurance from the vendor 10 days prior to rental, listing Addison Park District as additional insured.

Applicant is responsible for all guests attending event. If person/s in attendance are not abiding to APD rules, they will be asked to leave. If problems persist, the entire party will be asked to vacate premises and no refund will be issued.

Renter's Signature: _____ Date: _____



FACILITY RENTAL RULES AND REGULATIONS WHERE APPLICATION FOR ALCOHOL IS REQUESTED

The service of alcohol on Addison Park District property is a privilege and not a right. The renter and the renter's invitees shall be required to adhere to all rules and regulations imposed by the state of Illinois, the Village of Addison and the Addison Park District regarding the service of alcohol. As such rules and regulations will be strictly enforced.

1. Renters must be 25 years or older and must provide proof of age.
2. Rentals will not be reserved without application being fully completed and signed, and without full payment of rental fee, maintenance deposit and any other applicable fees.
3. Additional insurance must include the Addison Park District as additionally insured.
4. Service of alcoholic beverages is allowed in Links & Tees Golf Facilities, Community Recreation Center or Centennial Recreation Center. Alcohol may be served in other requested areas, but an approval from the Executive Director is needed.
5. Any alcoholic beverages on Park District premises may only be obtained through a retail sale and cannot be homemade.
6. Any alcoholic beverages may only be served to invited guests 21 years of age or older. ID's will be checked at the discretion of the Park District or the bar-tending service.
7. No alcoholic beverages may be consumed outside of the of the approved areas as stated above, or "rental" rooms. No alcoholic beverages may be served or consumed in any parking lot or within 30 feet of any parking lot.
8. The service of alcoholic beverages will only be allowed for the contracted date and time of the bartending service.
9. The service of alcoholic beverages is permitted only during the hours specified in the bartending service contract and **must conclude no later than 30 minutes prior to the end of the event.**
10. The maximum number of people at any such event may not exceed 300.
11. Renter is responsible for all guests in attendance. Any guest violating APD rules will be asked to leave.
12. **If alcohol is distributed by an individual not affiliated with the bar-tending service, the alcohol will be confiscated, and the event will be immediately terminated. All guests will be required to vacate the premises, and no refund will be issued to the renter.**

I agree to all of the above rules and regulations set forth by the Addison Park District.

Signature of Permit Holder

Date



FACILITY RENTAL RULES

A minimum of 5 business days is required to process a request for a permit. Once your date is approved, your permit will be e-mailed. If there is a conflict or problem with your request, we will contact you.

Deposit Fees

A reservation deposit of \$200 or \$300 is required at the time of booking to secure the rental date. If the event takes place, the reservation deposit will become your security deposit and may be refunded following inspection of the facility, provided no damages or policy violations occur.

Initials: _____

Final Payment

Full payment of the rental fee is due 30 days before the event date. Reservations not paid in full by this deadline may be canceled, and the reservation deposit will be forfeited.

Initials: _____

Cancellations & Refunds

30 Days or Less Before Event: If the event is canceled, 50% of the rental balance plus the full security deposit will be retained by the Park District.

14 Days or Less Before Event: If the event is canceled, 100% of all payments plus the full security deposit will be retained by the Park District.

Initials: _____

1. The permit holder shall be completely responsible for the behavior of all participants and spectators and for the prompt departure at the end of stated facility use. **Guests are permitted to use only the rented room for eating and socializing. The hallway is to be used solely for access to the restrooms, vending machines, or for exiting the building. Any eating, socializing, or horseplay in the hallway is strictly prohibited. Failure to keep the hallway clear may result in the forfeiture of the entire security deposit.**

2. The facility must be left in the original condition.

3. The Addison Community Recreation Center and Centennial Club Fitness are multi-use facilities. Please be aware that there may be other activities/programs/events taking place in the building during your rental.

4. Full rental payment must be received before any room is used and is due 30 days prior to the rental date.

5. **No confetti, glitter, small paper or other similar types of decoration of any kind are allowed. Any materials/decorations brought in must be removed at the end of the rental. Decorations should not be taped or tacked to any wall, door, window, light fixture, drapes or any other surface in the room/facility without prior approval.**

6. For room rentals, the Park District only provides tables and chairs. Portable bars, chaffing dish sets, and projector and projector screen may also be provided, if applicable. All other items must be supplied by the renter.

7. All food and drink must be kept in the room you are renting; participants may not carry food or drink throughout the building.

8. Alcoholic beverages, by permit only, are allowed in Park District buildings only.

9. The posting of any signs on park property is prohibited.

10. Renter must be present at function at all times. NO EXCEPTIONS, or security deposit will be forfeited.

11. The facilities will be used only during the hours as stated on the application. The grace period before and after your event are not to be used as additional event time. This time is allocated for setting and cleaning up ONLY and is at the discretion of APD staff.

12. No person or organization will use a facility, grounds or equipment in any manner not expressly agreed upon in the permit.

13. The buildings, facilities or equipment shall not be used by any person for private business or any activity on which any individual or group makes a profit or gain, except as permitted by the Executive Director or the Park Board.

14. The Addison Park District reserves the right to cancel any permits at any time.

15. The Permit Holder is solely financially responsible for any damage that occurs on Park District property.

16. Renters and their guests must cooperate with the Park District Supervisor. Should guests become unruly, the renter must assist the supervisor in performing his/her duties and authority of supervisor. Event Staff is on duty to help renters set up, clean up or assist with activities of the rental.

17. **The kitchen is an extra fee and can be used for warming, storing, cooking, and serving. You must be at least 16 years old to operate the kitchen appliances. The kitchen must be fully cleaned by renter to its original state. Failure to do so will forfeit entire deposit.**

18. Special Requests: Groups of 150+ people, uses involving the sale of goods/services, advertising/commercial activities, religious or partisan political events, amplified sound, tents/stages/stands/canopies/scaffoldings/platforms/other structures, the use of any electrical or electronic device requiring auxiliary power, mechanical rides, inflated space walks, dunk tanks, and media (except news transmissions)/motion pictures/commercial photography all require approval by the Executive Director and possibly the Board of Park Commissioners. A minimum of \$1M in general liability coverage with a certificate of insurance naming Addison Park District as additionally insured may be required for such special requests.

All events held at Addison Park District parks or facilities must comply with District rules and ordinances. Violations may result in permit revocation and forfeiture of the security deposit.

I agree to all of the above rules and regulations set forth by the Addison Park District.

Signature of Permit Holder

Date