

**VILLAGE OF McCULLOM LAKE
HALL RENTAL AGREEMENT**

RNA_____ RWA_____
NRNA_____NRWA_____
INFORMED PD _____

Date: _____

Rental Date: _____

Thank you for considering the use of the McCullom Lake Village Hall for your event. It is important that you read and understand this Agreement in its entirety. By signing this Agreement you are agreeing to be bound by all terms herein and are acknowledging that you have read and fully understand your duties and obligations and further, that all information provided for the purposes of this application is true and correct. Please remember that the facilities you will be using are owned by the Village of McCullom Lake and need to be treated with respect and care. It is critical that you abide by all terms and conditions herein, all applicable Village ordinances, local, state and federal laws. Your failure to comply with this Agreement or any applicable law may result in the forfeiture of your security deposit as well as other legal action being taken against you.

Please provide the following information:

FULL NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

ARRIVAL TIME: _____ FINISH TIME: _____

DATE & TIME OF EVENT: _____

In addition to all above mentioned terms and conditions, the undersigned(s), hereby acknowledges and agrees to the following terms and conditions:

1. **Security Deposit.** There shall be a security deposit of \$500.00 required for every event hosted at the Village Hall. **In addition, the undersigned(s) shall post a credit card.** The undersigned(s) acknowledge and agree that in the event that the security deposit does not cover damage caused during or as a result of the event described above, or the undersigned allows violations of this Agreement, charges for repair or violation of this Agreement will be assessed against the posted credit card. By signing below, the undersigned agrees that the Village has the right to make such charges for the actual costs of repair or replacement of any such damaged property or penalties applicable for violating this Agreement. The Village shall provide notice to the undersigned(s) by writing, prior to making any such charges. All fees or charges paid via debit or credit card shall be assessed a convenience fee of 2.25%.

2. **Other Requirements of the Rental.** The undersigned shall present a valid state issued i.d. card at the time of submitting this rental agreement that the Village shall copy and keep in the Village records. Additionally, the Village reserves the right to complete a criminal

background check on any signatory hereto. The Village shall not be required to rent the Village Hall to any person or persons convicted of any misdemeanor or felony.

3. **Rental Fees.** The rental fees shall follow the following schedule: **Residents of McCullom Lake must sign the contract and be present during the event to receive resident rates. Residents who owe an outstanding balance to the Village will pay non-resident rates.**

TYPE	DAY – NO ALCOHOL Before 5pm	DAY – ALCOHOL Before 5pm	EVENING – NO ALCOHOL After 5pm	EVENING – ALCOHOL After 5pm
Resident	\$47.50/hour	\$60.00/hour	\$85.00/hour	\$110.00/hour
Non-Resident	\$60.00/hour	\$85.00/hour	\$110.00/hour	\$160.00/hour
Set Up Fee-REQ	\$50.00	\$50.00	\$50.00	\$50.00
DEPOSIT	\$500.00	\$500.00	\$500.00	\$500.00

The Village may at their sole discretion, require the presence of a police officer for the event if the event exceeds 100 guests and/or there is alcohol being served at such event. If the undersigned desires a police officer for the event, the Village shall provide an officer. If any officer is required or requested, the undersigned agrees to pay the costs for such officer at the rate of \$25.00/hour plus \$5.00/hour for administration expenses. The full deposit and cost of any necessary police officer is set forth below and may be amended from time to time by the Village Board. The final costs for the officer shall be calculated by the Village after reviewing the officer’s timecard, which shall be kept by the officer. All hours shall be rounded up to the next whole hour. The Renter shall be responsible for all costs associated with the officer’s presence as documented by such timecard. The officer shall be present until such time as all parties have left the premises. Should any event where an officer is not present require the police to respond to such event, the undersigned agrees to pay for the costs of the police response at a rate consistent with the above rate.

All costs shall be paid prior to the event. The Village police shall have the right to shut down any event where the officer determines that an imminent breach of the peace is likely or where it is found that minors are consuming alcohol. Further, if during the course of an event an Officer of the Village discovers that there is no adult of at least 21 years of age present at the Hall, the event will be terminated immediately. No refunds will be given if the event is terminated by a police officer.

The Village Board may waive the rental fees for any not-for-profit requesting use of the hall for an event benefiting such not-for-profit entity. Additionally, the Board may, from time, to time, approve the use of discount coupons to promote use of the Hall during weekdays or weekend mornings.

4. **Alcoholic Beverages.** If liquor is going to be made available to guests, Dram Shop insurance (liquor liability coverage) must be provided by the undersigned(s) through their own insurance carrier in an amount of not less than ONE MILLION DOLLARS. Evidence of such policy naming the Village of McCullom Lake as an additional insured must be provided to

the Village not less than 30 days in advance of the event. Liquor shall only be sold at an event where the renter has applied for and been granted both a special use permit from the Village Board prior to reserving the Hall AND where the renter has obtained the necessary licensing from the State of Illinois. In no case shall alcohol be made available to or be provided to minors.

5. **Entry Into Premises.** A member of the Police Department or a Village official will open the hall to you for your party one hour before the start of any event and will close the building after all parties have left the premises and the premises is restored, per the terms herein (Not later than one (1) hour after the end of the party).

6. **Terms of Use.** The undersigned(s) hereby acknowledges that I/we will be held responsible for any damage to the Village Hall, its contents, and the surrounding grounds that may occur during or as direct result of the event that is being hosted consistent with the terms and statements herein. Please be advised that **NO GLITTER OR CONFETTI ARE ALLOWED AT ANY EVENT HELD AT THE VILLAGE HALL.** The Village reserves the right to retain the full amount of the security deposit in the event that undersigned or invitees of same cause glitter or confetti to be thrown, placed, distributed or otherwise used inside of the Village Hall.

The Village will provide a checklist to ensure that all cleanup requirements are met. It is the duty of the undersigned(s) to strictly comply with said list. Failure to comply will result in the security deposit being applied to correct any deficiencies. All trash must be removed from the Village Hall immediately after the event and placed in a proper trash receptacle. The undersigned(s) is responsible for vacating and locking the Village Hall no later than one (1) hour after the termination of the event. It shall be in the Village's sole discretion to determine whether or not all applicable requirements have been properly met.

The above-required security deposit will be returned once the Village has inspected the Village Hall, equipment and the grounds, and determined that all requirements have been complied with and that no violations of this Agreement have occurred. The Village will complete its determination of compliance and return the security deposit in a timely manner. The cost to repair or replace any Village property that has been damaged as a result of the event shall be covered by the security deposit, to the extent that the deposit has not been applied for other charges, and then by the credit card on file with the Village for the event.

The undersigned(s) agrees to indemnify and hold the Village of McCullom Lake harmless for any accidents, injuries, damages or other causes of action that may arise from the rental of the Village Hall before, during or after the event described herein. In the event that the Village must engage legal counsel to address issues with this Agreement, damage to the Village Hall or property, or to address any disputes as a result of actions arising from the event, the undersigned(s) agrees to pay any and all legal fees and costs incurred by the Village. Any and all actions shall be handled in the 22nd Judicial Circuit, McHenry County, Illinois.

I/We hereby acknowledge that I/We have read and fully understand the terms and conditions contained herein.

Dated this ___ day of _____, 20__.

Signed: _____

Signed: _____

Printed Name: _____

Printed Name: _____

Office use only

RENTAL RCT# _____	DEPOSIT RCT# _____
CC # _____	SEC.CODE _____ TYPE _____
HALL CHECKLIST GIVEN _____	POLICE REQUIRED _____
INSURANCE FORM REC'D (30) DAYS _____	
RETURN DEPOSIT _____	CHECK # _____ DATE _____
NOTES:	

RENTAL ROOM SPECIFICATIONS

6 Foot Round Tables: _____
(16 available)

6 Foot Rectangular Tables: _____
(13 available)

4 Foot Rectangular Tables: _____
(2 available)

Number of Chairs Needed _____

TV – Yes or No _____

Room Divider Open: _____
(Only available for parties over 75 ppl.)

VILLAGE HALL CHECKLIST

- THE HALL SHOULD BE RETURNED IN THE SAME CONDITION THAT IT WAS RECEIVED.
- MONITOR YOUR CHILDREN & GUESTS, BE COURTEOUS OF NEIGHBORS AND ABIDE BY CURFEW LAWS.
- DO NOT BLOCK THE POLICE DRIVEWAY, MAIL BOX OR GARAGE DOORS.
- DO NOT REMOVE ANY ITEMS THAT ARE IN THE REFRIGERATOR.
- CLEAN UP HALL- ALL SUPPLIES GIVEN.
WIPE ALL TABLES, COUNTERS, SINK, STOVE, MICROWAVE
WIPE ALL CHAIRS
SWEEP FLOORS
- DO NOT REMOVE ANY TABLES OR CHAIRS.
- ALL TRASH IS TO BE TAKEN TO THE DUMPSTER (LOCATED ON THE WEST SIDE OF THE BUILDING IN THE GRAVEL PARKING LOT). DO NOT LEAVE GARBAGE IN THE BUILDING OVER NIGHT.
- NO ALCOHOL UNLESS PREVIOUS ARRANGEMENTS WERE MADE.
- ANY DAMAGE THAT IS CAUSED TO THE HALL WILL RESULT IN THE LOSS OR PARTIAL LOSS OF YOUR SECURITY DEPOSIT.
- DO NOT NAIL ITEMS ONTO THE WALLS OR HANG ITEMS FROM THE CEILING.

**VILLAGE HALL WALK-THROUGH
PRIOR TO PARTY
& 10:00AM NEXT MORNING**

(To be read by renter and completed by Village employee)

VESTIBULE AND ENTRY TO HALL

**WOMEN'S
BATHROOM**

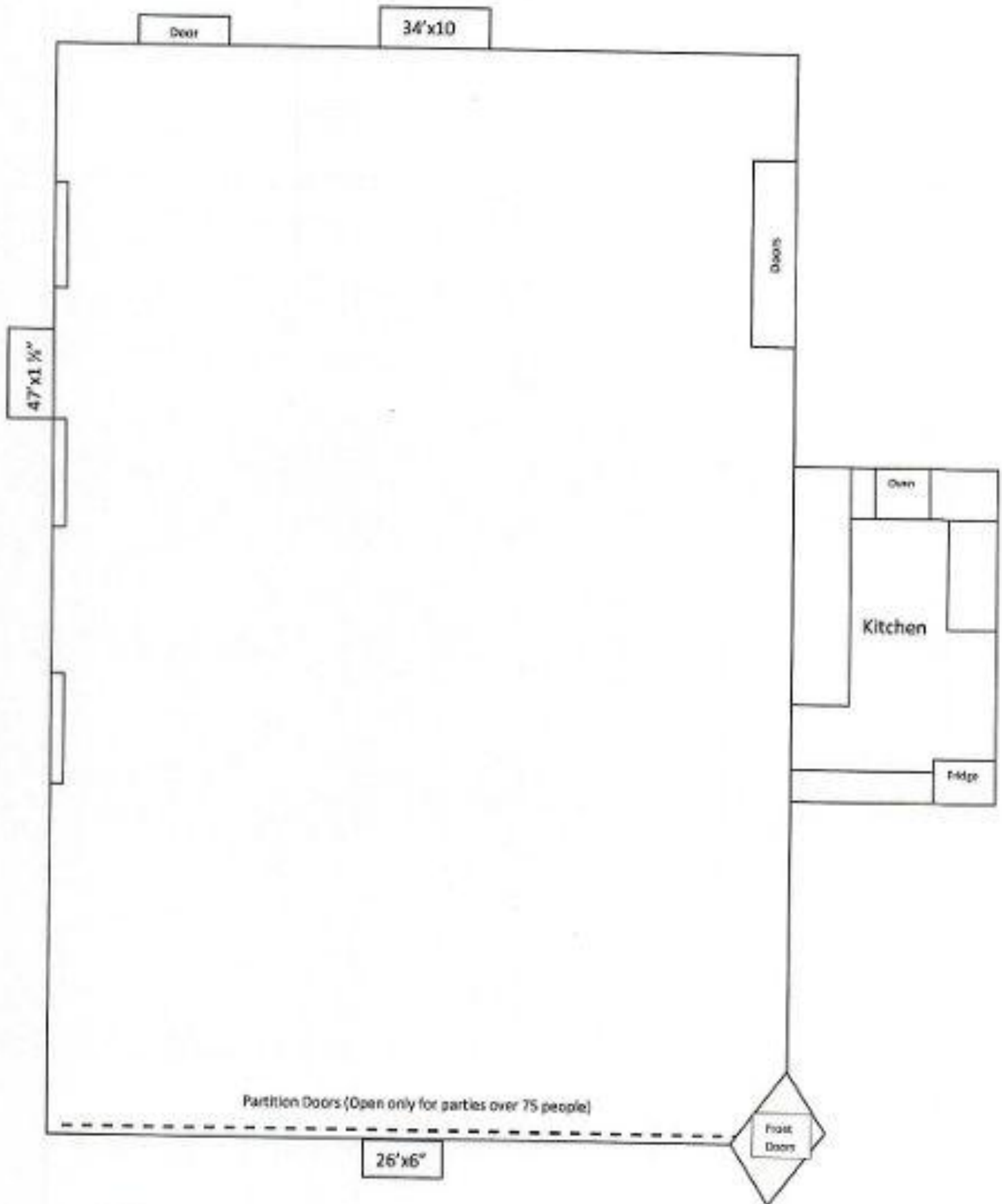
**MEN'S
BATHROOM**

KITCHEN

**HALL
AREA**

EXTERIOR/YARD

*****PLEASE NOTE THAT YOU WILL BE CHARGED FOR ANY DAMAGES
NOT NOTED ON THIS INSPECTION SHEET.**



Please draw out how you would like us to set up the tables for your party