



Facility: \_\_\_\_\_

Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Time: \_\_\_\_\_ 9AM to Midnight

Office Use

Facility Fee \$ _____	Deposit \$ _____	Total \$ _____
Amount Paid: _____ (deposit required to reserve facility)		
Balance Due: _____	Due Date: _____	
<i>If applicable:</i>		
Liquor Liability: _____	Due Date: _____	

Facility Capacity & Price Guide

Facility	Capacity	Rental	Deposit
Beckman	90	\$200	\$300
Civic	300	\$460	\$450
Goselin	60	\$175	\$300
Pioneer	120	\$200	\$300

**ALL RENTAL FEES ARE DUE 30 DAYS PRIOR TO YOUR EVENT.**

**Recitals:**

- A. As used in this Agreement, "Kankakee Valley Park District" includes its officers, officials, agents, employees and volunteers.
- B. As used in this Agreement, "premises" and "facilities" includes all leased facilities and common areas, including but not limited to parking facilities, restrooms, walkways, hallways, etc.

**Hours:** All facility rentals are available from 9am to Midnight on the contract rental date. Rented facilities can be used any time between these hours. Renter is allowed into the facility at 9am (no early entry is allowed without KVPD permission). Facility must be vacated by 12am (midnight).

**Cancellation/Alterations:** This agreement may be canceled within 72 hours from the date it was signed to receive 100% of all monies paid. For cancellations after 72 hours of signing, Lessee(s) will receive 80% of all deposit monies paid. (If the event is canceled 30 days or less before the scheduled date, 100% of rental fee and 20% of the deposit are forfeited.) Kankakee Valley Park District reserves the right to relocate any event due to unforeseen circumstances. This agreement represents the entire understanding between parties. The agreement may be modified or altered only by further agreement in writing between the parties.

**Property:** The Kankakee Valley Park District does not assume any liability for property lost or stolen on the Kankakee Valley Park District premises, or for personal injuries sustained on the premises during Lessee(s) use of the premises and Lessee(s) hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that Lessee(s) may sustain as a result of this Agreement. Lessee(s) further agrees to waive and release the Kankakee Valley Park District from any and all losses, claims, suits of judgements or damages that Lessee(s) might sustain as a result of any and all activities connected with or associated with this Agreement.

**Facility Equipment/Property:** No Kankakee Valley Park District equipment or property shall be removed from the premises without permission of the Kankakee Valley Park District Executive Director. Tables and chairs are to remain inside the building at all times.

**Damages:** Lessee(s) will be responsible for and will pay for any damage to the Kankakee Valley Park District property arising out of the use of said facility pursuant to this agreement.

**Inspecting:** Lessee(s) shall be responsible for inspecting the facility subject to this Agreement and shall be responsible for bringing to the Kankakee Valley Park District's attention any potential dangers, safety hazards or problems. Lessee(s) is solely responsible for determining whether said facility is safe, appropriate, and/or compatible for Lessee's intended use.

**Setup/Tear Down:** Lessee(s) will set up the room/facility for their own function. Lessee(s) is also responsible for taking down room/facility after function (this includes KVPD tables and chairs). Lessee(s) also agrees to wash/clean counter tops, stove, refrigerator, tables, chairs, toilets, sinks and floors. All garbage needs to be bagged and placed in the kitchen or near an entrance. Facility must be restored to prior condition.

**Facility Key:** Lessee(s) shall pick up the key for the facility by 3pm the Friday prior to the rental date listed above. If the rental is held on a normal business day the key can be picked up the morning of the rental at 8:30am when the Administrative Office opens. The Lessee(s) shall return the key to the drop box located at the Administrative Office immediately following the conclusion of the event.

**Liability Insurance:** Lessee(s) are not allowed alcohol unless otherwise permitted. No beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that **violation of this shall result in automatic revocation of all rights hereunder and the forfeiture of all fees.** The foregoing shall not be interpreted as limited or revoking any rights of the Kankakee Valley Park District under this agreement. **Proper liquor liability insurance is mandatory. ALCOHOL IS PROHIBITED OUTSIDE THE RENTED FACILITY, EXCEPT FOR AT THE CIVIC AUDITORIUM. NO GLASS IS ALLOWED.** In the event that liquor is allowed, **security personnel must be present at the event. Security Officer(s) must have arresting rights in Kankakee County. One security officer per every 75 guests is required.** Lessee(s) will not be allowed to use any inflatable device (ex: bounce house) without proof of liability insurance. When required, **Lessee will provide a Certificate of Insurance with the Kankakee Valley Park District (located at 893 W. Station Street, Kankakee, IL, 60901) listed as Additional Insured. \*PROOF OF LIABILITY INSURANCE AND NAMES/PHONE NUMBERS OF SECURITY OFFICERS MUST BE PROVIDED AT LEAST 48 HOURS PRIOR TO EVENT.**

**Conduct:** Lessee(s) is solely responsible for providing any and all supervision at all times during Lessee(s) use of any facility, including but not limited to the leased facility, and all common areas. Further, Lessee(s) shall be responsible for ensuring that Lessee's guests and invitees comply with all applicable rules and regulations pertaining to the use of Kankakee Valley Park District facilities. Lessee(s) shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement. All Kankakee Valley Park District facilities are smoke free. **Smoking is prohibited inside any and all facilities.** Lessee(s) shall comply with any and all applicable ordinances and permit procedures. Kankakee Valley Park District is a Government Entity which prohibits Concealed Carry in facilities and on Park District premises.

**Staff/Security:** Lessee(s) agree to allow Kankakee Valley Park District staff or Police Officers to enter the facility without notice during the rental period. If any violations of this agreement are discovered, staff or officers will terminate the function immediately. **There may be a staff member present for your entire event, 6 p.m. – midnight.**

**Admission:** Lessee(s) and guests will not charge admission or ticket fees for any event without prior written authorization from the Kankakee Valley Park District Executive Director.

**Deposit:** Lessee(s) building deposit refund will be mailed to the Lessee that has signed this agreement in the form of a check. **The deposit refund will be mailed within 7-10 business days following rental.** Lessee(s) will receive a written notification if any or all of the deposit was held due to violations of this agreement.

**Contact:** If you have any issues with the facility upon arrival or during the event please contact Kenny at 815-530-8405.

*It is fully understood and agreed by the parties that the Lessee(s) guarantees to defend, indemnify and hold harmless the Kankakee Valley Park District, it's officers, employees, volunteers and agents against any and all liabilities, claims damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this agreement.*

*This agreement is entered into solely for the benefit of the contracting parties, and nothing in this agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this agreement, or to acknowledge, establish or impose any legal duty to any third party.*

**VIOLATIONS & FEES**

- Alcohol without approval	Forfeiture of Deposit
- Police/Fire being called	Forfeiture of Deposit
- Failure to return key to drop box	\$50.00
- Smoking inside facility	Forfeiture of Deposit
- Removal of tables or chairs	\$100.00
- Clean-up Charges	\$50.00 per hour/3 hour minimum
- Charging Admission	Forfeiture of Deposit
- Damages to walls/floors etc.	Cost of repairs
- Entering early/staying late	Forfeiture of Deposit

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***I (we) have fully read and understand the Building Rental Agreement and assume complete responsibility for the rental.***

- **All renters must be at least 21 years of age.**
- Person signing building contract is held responsible for the facility rental. Payment must be by check, credit card or cash. All deposit refunds will be issued by check to the person/organization using the facility.

Today's Date: \_\_\_\_\_ Organization: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: H: \_\_\_\_\_ Cell: \_\_\_\_\_

Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**DEPOSIT TO BE ISSUED: \$** \_\_\_\_\_ **FACILITY:** \_\_\_\_\_ **RESERVATION DATE:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**MAIL DEPOSIT**    **PICK UP DEPOSIT**

**DAMAGES (if applicable):** \_\_\_\_\_

\_\_\_\_\_

**Facility Inspection Attached (if applicable)**

**Evidence (Photos) Attached (if applicable)**

## Civic Rental Rules

Listed below are the rules for renting the Civic Auditorium with the KVPD. By signing below, I agree that I have read all rules listed and that I will abide by them. If I break one or more of these rules, I understand that I could forfeit a portion of or the entire deposit that I paid to KVPD.

1. The renter must exit the building at 12am (midnight). We recommend turning off music and beginning the cleaning process at 11pm so that you can be out at 12am (midnight).
2. If you will be providing/serving/selling alcohol at your event, you must provide KVPD with your certificate of liquor liability at least 2 weeks before your event. Ask the Office Manager at Bird Park Admin Office for the Liquor Liability form and instructions.
3. Alcohol may be brought outside onto the patio. However, all garbage outside the facility is the responsibility of the renter. You must pick up all garbage or you will forfeit your deposit.
4. At the end of the night, please pick up all garbage inside and outside the facility and place in the dumpster located outside the kitchen door. Break down boxes and do not leave anything next to or outside of the dumpster.
5. Tables and chairs must be wiped down, picked up and put away before you leave.
6. If there are any spills, sticky spots or excessively dirty areas on the floor, please locate the mop in the area behind the kitchen (leading up to the stage) and mop the floor.
7. Wipe down all counters in the kitchen, wipe down appliances, clean out sinks and put all full garbage bags in dumpster.
8. Employees only allowed upstairs. Please do not allow your guests upstairs.
9. Please keep the south side doors closed (those closest to Charles Street) as music can be heard by the neighbors across the street. You can leave the patio doors open to let the breeze into the building. You can bring additional fans if needed as the Civic does not have air conditioning.
10. Renters must leave the facility in the same condition in which they found it.

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Renter print name

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Renter Signature

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Date