



150 N. Indiana Ave  
Kankakee, IL 60901  
815-929-1885

Facility: KVPD Recreation Center

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

Approximate Attendance: \_\_\_\_\_ Room(s) Reserved: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Total hours: \_\_\_\_\_ (include set up/clean up)

Rental Equipment needed: \_\_\_\_\_

Facility Fee \$ _____	Equipment \$ _____	Deposit \$ _____	<b>TOTAL \$</b> _____
Amount Paid: _____	Date: _____		
Balance Due: _____	Due Date: _____		
<b>Office Use Only</b>			
<i>If applicable:</i>			
Liquor Liability: _____	Due Date: _____		

**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 anytime from 9am to Midnight on the contract rental date. Renter is allowed into the facility at the time stated on the contract (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 agreement being signed, 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 the 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. Lessee(s) also agree to wash, clean counter tops, stove, refrigerator, tables, chairs, floors, toilets, sinks and floors. All garbage needs to be bagged and placed in the kitchen or in a nearby janitor's closet. Facility must be restored to prior condition.

**Building Monitor:** Kankakee Valley Park District will staff one Building Monitor to be in the facility at all times during rental.

**Liability Insurance:** Lessee(s) are not allowed alcohol unless otherwise permitted. No beer, liquor or any alcoholic beverages shall be bought 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 is required.** In the event that liquor is allowed, security may be required to be present at the event. Security Officer(s) must have arresting rights in Kankakee County. One security officer per every 75 guests is required. Security not needed for events in Charlton Banquet Room, this pertains to gym rentals only. Lessee(s) will not be allowed to use any inflatable devise (ex: bounce house), no smoke machines, no open flames and no tape can be used on the walls or ceiling. When required, lessee will provide a Certificate of Insurance and name Kankakee Valley Park District (located at 893 W. Station Street, Kankakee, IL, 60901) as Additional Insured.

**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 rental space without notice during the rental period. If any violations of this agreement are discovered, staff or officers will terminate the function immediately.

**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 will be mailed to the Lessee that has signed this agreement in the form of a check. The deposit 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 discuss with the Building Monitor on duty.

*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
- Smoking inside facility	Forfeiture of Deposit
- Removal of tables & chairs	\$100.00
- Cleanup Charges	\$50.00 per hour/3 hour minimum
- Charging Admission	Forfeiture of Deposit
- Damages walls/floors etc.	Costs of repairs
- Entering early/staying late	Forfeiture of Deposit
- Smoke Machines	\$150.00 (forfeit of Deposit if Fire/ Police are called)

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

- Person signing building contract is the held responsible party for the facility rental. In the case of a Company using the facility, payment must be made by a company check, credit card, or cash. All deposit refunds will be issued by check to the company using facility.
- Please be aware for personal rentals all deposit refund checks will be paid to recipient and that has signed the contract.

Today's Date: \_\_\_\_\_ Company Name (if applicable): \_\_\_\_\_

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

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

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

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

**FOR OFFICE USE ONLY**

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

**RECIPIENT:** \_\_\_\_\_

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

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

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

**Facility Inspection Attached (If applicable)**

**Evidence (Photos) Attached (If applicable)**

**Recreation Center Room Rental Rates**

<u>Room Name</u>	<u>Maximum</u>	<u>Weekday Mon-Fri</u>	<u>Friday 5pm, Sat &amp; Sun</u>	<u>All Day 9+ hours</u>	<u>Not for profit orgs anytime</u>	<u>Not for profit All day 9+ hours</u>	<u>Deposit</u>
Charlton Room - located upstairs	175 - theater style/with only chairs 96 people - 6 chairs/16 tables 128 people - 8 chairs/16 tables	\$40/hr	\$50/hr	\$400 daily	\$25/hr	\$200 daily	\$300
Classroom 1	32 chairs/4 tables	\$20/hr	\$25/hr	\$200 daily	\$10/hr	\$50 daily	\$75
Classroom 2 with fireplace	32 chairs/4 tables	\$20/hr	\$25/hr	\$200 daily	\$10/hr	\$50 daily	\$75
Gym - full	600 in seats	\$70/hr	\$70/hr	\$70/hr	\$70/hr	\$70/hr	\$500
Gym - half	300 in seats	\$40/hr	\$40/hr	\$40/hr	\$40/hr	\$40/hr	\$300
Gym - balcony	100 in bleachers or table & chair set up	\$25/hr	\$25/hr	\$25/hr	\$25/hr	\$25/hr	\$300

\*Deposit required for Friday, Saturday, Sunday rentals only (unless deemed necessary for a Mon-Thurs reoccurring rental)

Included in Charlton Rental

- Tables (48" round)
- Banquet Chairs

Equipment available- additional rental fee:

- Extension cord \$5
- 100 cup coffee pot (coffee & supplies not included) \$5
- TV with VCR and DVD player \$8
- Podium with PA & microphone \$8
- Projector with screen \$10
- Floor cover used in gym \$100

# Room Set up

KVPD Staff will set up the requested number of tables and chairs. The renter can arrange them in a format that best fits their event upon arrival. Please finalize request one week before your event date.

Date of event: \_\_\_\_\_

Name of Room: \_\_\_\_\_

Number of 48" round tables: \_\_\_\_\_ recommend less than 15

Number of 8 ft rectangle tables: \_\_\_\_\_ 6 come in the Charlton room

Number of banquet chairs: \_\_\_\_\_ choose 6 or 8 at round tables  
(Up to 200 chairs fit without tables)

Equipment needed:  
(please circle)

podium/PA

coffee pot

Projector/screen

extension cord