

PRAIRIE BUILDING RENTAL CONTRACT

For use of:
Prairie Building
31 Main Street
Sugar Grove, IL 60554

Owned and operated by:
Sugar Grove Park District
61 Main Street
Sugar Grove, IL 60554
630-466-7436

NAME _____

ADDRESS _____ P.O. BOX _____

CITY _____ STATE _____ ZIP _____ PHONE _____

PLEASE CIRCLE ONE:

Resident

Resident Business/Corporation

Not-For-Profit Group

Rental Date Requested _____ Intended Hours of Use _____

Approximate # attending _____ Please state use _____

Will alcoholic beverages be consumed at Prairie Building/Park? Yes No Please Initial _____

I will be responsible for any damages caused by my usage of the Prairie Building. I further understand that all or part of my deposit may be applied to the cost of custodial work if I do not leave the Prairie Building in the clean condition expected. A key can be obtained at the Sugar Grove Park District office during business hours Monday thru Friday (except for holidays). I will be issued a key and am expected to complete the clean-up and be out of the Prairie Building by midnight. The key must be left in the locked drop box attached to the front of the Sugar Grove Park District Office or surrendered in person before any refund of security deposit is made. Security deposit refunds will be mailed directly to the name and address named on the contract. I understand that use of the Prairie Building shall be in strict accordance with the PRAIRIE BUILDING POLICY AND PROCEDURES, a copy of which has been provided to me.

Signed _____ Date _____

Note: The Prairie Building complies with all ADA standards. It is also a **NON-SMOKING** facility.

NUMBERS YOU MAY NEED

Sugar Grove Police/Fire/Ambulance 911(emergency)
Karen Pritchard 461-5729 (non-emergency)

Office Use Only

Deposit Received _____
Rental Fee Received _____
Key # Issued _____
Date Issued _____
Date Returned _____
Facility Checked By _____
Refund Amount Due _____
Refund Request Issued _____

PRAIRIE BUILDING POLICY AND PROCEDURES

Fees:

Weekends & Holidays	\$150.00	Village Resident
	\$100.00	Not-For-Profit Groups
Weekdays (Mon-Thurs)	\$ 75.00	Residents & Businesses
	\$ 50.00	Not-For-Profit Groups

Security Deposit: \$250.00 All Rentals

Prairie Building Hours of Operation:

Sunday - Thursday	9:00am-10:00pm
Friday and Saturday	9:00am-12:00am
New Years Eve	9:00am-1:00am

Commercial, retail, and for-profit activities are prohibited.

Rental contract, rental fee, and security deposits must be received to hold reservation date. All security deposit checks are deposited. Cashiers check or cash shall be submitted for deposit and rental fee for any reservations made less than 7 working days prior to usage.

All parties reserving the Prairie Building must sign a hold harmless agreement at the time of reservation and be responsible for any damages and or clean up prior to inspection by a Sugar Grove Park District authoritative agent. Upon passing inspection and receipt of the Prairie Building key a security deposit refund request will be submitted. If the building is not left clean the party which last had the building will be billed at the going hourly rate for cleaning service. The amount will be withheld from the security deposit. Any damages above the posted security deposit will result in the loss of that deposit and a bill for the additional amount issued and deemed payable upon receipt of that bill.

The Sugar Grove Park District makes every attempt to inspect the Prairie Building before a scheduled booking. In the event you find that the Prairie Building is not cleaned upon arrival please call 630-466-7436 and leave a message.

For cancellations made at least 30 days prior to the date of reservation a full refund will be given. For cancellations of 30 days or less, only the security deposit will be refunded unless the Prairie Building is re-booked for that date.

The Sugar Grove Police Department will monitor and enforce Prairie Building rental(s) regarding curfew and noise abatement levels.

NOTE: Please do not bring the outdoor picnic tables inside. (Damage may be done to the flooring) If you choose to bring your own tables and chairs, they must have rubber caps over the end of the legs.

ADDITIONAL SERVICES:

Additional services such as opening the garage door, etc. must be requested and approved in advance which may involve additional fees.

PRAIRIE BUILDING OCCUPANCY CAPACITY

As set by the Sugar Grove Fire Protection District is as follows:

- 120 persons when tables and chairs are used.
- 280 persons when chairs only (seating capacity) are used.
- Standing Room only capacity is 320 persons.

Please note that chairs and tables for 60 are provided. If an event is held in which seating for the 280 person capacity is needed **it is the responsibility of the renter** to obtain additional seating. Chairs must have rubber protection on the feet.

USER GUIDELINES FOR PRAIRIE BUILDING CLEAN-UP

1. All floors must be cleaned thoroughly, swept and mopped.
2. All waste containers must be emptied into dumpster and trash bags replaced. Do not leave refuse on or around the dumpster.
3. All toilets and sink areas must be cleaned and sanitized.
4. Supply closet must be left clean and orderly.
5. All outside grounds and parking lot must be left litter free. Patio area should be swept if needed.
6. Tables and chairs are to be wiped clean and neatly placed in or on their carts and stored in the kitchen area.
7. All faucets, manually operated exterior lights, ceiling fans, and electronic equipment are to be shut off. *
8. No stakes are to be driven into the ground because of underground cables.
9. All signage and decorations must be removed.
10. Think of the next person using the Pavilion. Would you like to rent it in the condition you are leaving it?

*Small exterior eave lights are on photocells and central interior fluorescent box light is a part of continuous security lighting.

SUGAR GROVE PARK DISTRICT

HOLD HARMLESS AGREEMENT

The Sugar Grove Park District and _____ (Prairie Building User) hereinafter referred to as "Pavilion User," have on this _____ day of _____, entered into the following agreement to declare the respective liabilities and obligations of each party as such pertains to the use of the Prairie Building facilities.

In consideration of the grant of use of the above-described Prairie Building, the payment of any rent prescribed, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. That the Prairie Building User desires to use, for private purposes, the Prairie Building and facilities thereon, commonly known as VOLUNTEER PARK on the following date: _____ (Date of Event)
2. This Hold Harmless Agreement shall remain in effect and be binding upon the parties unless and until amended or terminated in writing and in no way shall the term or effectiveness of the Hold Harmless Agreement be affected by the period of time during which said park shall be used.
3. Prairie Building User agrees to defend, indemnify and hold the Sugar Grove Park District, its officials, agents, servants and employees, harmless from the payment of any sum or sums of money to any person, firm or corporation on account of any claim, suit, damage, injury, whether to persons or property, arising out of or in any way attributable to the use of the above-described Park. Indemnification provided shall include any expenses, including reasonable attorney's fees and costs, which the Sugar Grove Park District, its officials, agents, servants or employees may incur as a result of any such claim. In the event of any such claim, park user agrees to immediately retain counsel to provide such defense on behalf of the Sugar Grove Park District, its officials, agents, servants or employees, and the Sugar Grove Park District shall have the right to approve the selection of counsel, which approval shall not be unreasonably withheld.
4. Park user agrees to pay the costs, including reasonable attorney fees incurred in any action to enforce the terms of this agreement.
5. For purposes of this agreement, "Pavilion User" shall be defined as the undersigned individually, as well as any person or entity with whom a contract, oral or written, for the use of a Prairie Building, has been entered into with the Sugar Grove Park District.

The parties have signed this agreement this _____ day of _____, 20_____.

Prairie Building User

Sugar Grove Park District
