



COMMUNITY CENTER

RENTAL PERMIT APPLICATION & AGREEMENT

Date of Application: ____/____/____ Applicant Name: _____
Last, First, Middle Initial

EVENT DATE: ____/____/____ **Facility Rental Times:** _____ to _____ **Event Start Time:** _____

Applicant's Address: _____ City: _____ State: __ Zip: _____

Date of Birth: ____/____/____ Phone: (____) ____ - _____ Purpose of Event: _____

Estimated number of people: _____ **Alcohol:** Y N **Live Band:** Y N **DJ:** Y N

A copy of Applicant's state issued Driver's License or I.D. Card must accompany this Application.

FACILITY RENTAL FEES

EVENTS WITH ALCOHOL	Max. 100 people
Rental Fee (min. 4 hours, max. 8 hours)	\$50 per hour
Security Officer Fee	\$50 per hour
Facility Security Deposit (refundable)	\$250

EVENTS WITHOUT ALCOHOL	Max. 100 people
Rental Fee (min. 4 hours, max. 8 hours)	\$50 per hour
Facility Security Deposit (refundable)	\$250

Rental Fees include use of the designated space in the facility, including the kitchen. Also included is setup and takedown of tables and chairs by village staff. Facility and kitchen clean-up is not included, and is the responsibility of the renter. The rental times (up to 8 consecutive hours) include time needed for renter to setup before the event and cleanup after the event. The Community Center closes at 10:00 p.m. thus for rentals ending at 10:00 p.m. all music must stop no later than 9:00 p.m. to allow time for facility cleanup. The building must be clean and vacated by the end time of the rental period, and in no case later than 10:00 p.m.

The refundable **Facility Security Deposit** shown above must be paid upon approval of this Permit Application. Rental dates are not confirmed until the Facility Security Deposit is paid. The Facility Security Deposit shall be refunded to the renter three weeks after Recreation Dept. staff has inspected the facility post-event. The Facility Security Deposit refund is subject to the facility and fixtures being left clean, without damage beyond regular wear and tear, and compliance by the renter with all applicable rules, regulations, Ordinances and laws.

RENTAL PERMIT RULES & REGULATIONS

1. The **Facility Security Deposit** is to be paid in full when Application is approved.
2. The **Rental Fees**, and **Security Officer Fees** (for events with alcohol) must be paid in full no later than two weeks prior to the event date.
3. The person applying for this Rental Permit (the "renter") must be present during the entirety of the event. If that person is found not to be present the event will be immediately terminated.
4. THE RENTER IS RESPONSIBLE FOR CLEANING THE AREA RENTED AND FOR ENSURING THAT ALL AREAS ARE LEFT IN A CLEAN AND SANITARY STATE.
5. The renter and all guests in attendance must comply with all village ordinances and regulations. Failure to do so will result in the immediate termination of the event and forfeiture of all fees and deposits.

6. CANCELLATION NOTICE MUST BE GIVEN NO LESS THAN 30 DAYS PRIOR TO EVENT DATE. Cancellations requested within 30 days of the event will forfeit all fees paid. A \$50.00 administrative fee will be charged for all cancelled events.
 7. Smoking is prohibited inside the Community Center.
 8. Rental fees include use of the facility including the kitchen area. Rentals are a minimum of four (4) hours and a maximum of eight (8) hours. Each additional hour or fraction of an hour beyond the rented timeframe incurs additional charge at the rental rates (and Security Officer Rates if applicable) shown in the tables above.
 9. The facility opens at 8:00 a.m. and closes at 10:00 p.m. Rentals scheduled to end at 10:00 p.m. must have activities end no later than 9:00 p.m. to allow time for cleanup, equipment removal and vacating the building by 10:00 p.m.
 10. Damage or loss of Village property or equipment of any kind, resulting either directly or indirectly from renter's use shall be paid for by the renter, in addition to the Facility Security Deposit. Any unnecessary mess or destruction will result in forfeiture of the Facility Security Deposit. **FACILITY SECURITY DEPOSITS DO NOT COVER THE REPLACEMENT OR REPAIR COSTS FOR DAMAGE TO THE BUILDING OR EQUIPMENT.**
 11. All items that are not Village property must be removed immediately after the event, no later than 10:00 p.m.
 12. Renter is responsible for the actions and conduct of their guests and for any damage to equipment or premises caused by a guest or attendee of the event.
 13. The building shall at no time be left unattended after being opened for the rental period.
 14. No person shall bring, sell or transfer any intoxicating liquors (alcohol) without the express consent of an authorized Village official. The use of non-prescription drugs of any kind is prohibited.
 15. All Village ordinances concerning gambling, animals, closing hours and conduct of any kind shall apply at all times.
 16. All rentals and usage of the facilities must conform to all life safety and fire prevention codes. This shall include, but not be limited to, occupancy levels, blocking of exits, limits of combustible materials, no use of hazardous materials, no use of any type of pyrotechnics (fireworks) or any type of smoke machine or use of any products that may set off the fire alarm systems. At no time is the fire alarm system to be rendered inoperative during any occupancy of the building.
 17. All spills must be cleaned up promptly. Trash receptacles, mops, and brooms are available.
 18. Pictures, memorials, citation displays, etc., shall not be removed or covered, nor have anything attached to them. Do not attach tape or thumbtacks to the wallpaper. No nails or screws are to be used during decorating.
 19. No permit for the use of Village facilities or equipment shall be issued to a person who is not of good moral character and reputation in the community, nor to an organization which is not represented within the Village by an individual of good moral character. It shall be the duty of the Chief of Police or his/her designee to make an investigation and to report the results to the Mayor or his/her designee.
 20. No application shall be approved by any Village officer if it appears that the conduct of the activity for which the permit is sought will be contrary to the health, safety or welfare of the public, or to any regulation, law or ordinance applicable to such activity.
 21. Sound must be maintained at a level that it does not become a nuisance to residents adjacent to Village property. Repeated violations will result in the termination of the source of the sound, including, but not limited to, ordering the band or DJ to stop the music, or terminating the event entirely.
 22. All activities must take place inside the facility. Renters, groups and their guests are not allowed to use other portions of Village property, other than the necessary parking areas adjacent to the facility, unless otherwise approved in advance.
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AGREEMENT

Applicant (“renter”) hereby agrees to observe and abide by all of the Rules and Regulations stated herein, and all rules, regulations and ordinances of the Village of Winthrop Harbor.

Applicant / Renter signature: _____ Date signed: ____/____/____

Printed Name: _____

RELEASE

The undersigned does hereby release the Village of Winthrop Harbor, Lake County, IL and its agents from any claims, demands, actions or causes of action or suits of any nature, which might result from the Village refusing to lease or agreement to lease any park, shelter, facility or equipment.

DATED THIS _____ DAY OF _____, 20____

Applicant / Renter signature: _____

APPROVAL

The undersigned Village Official attests that this Application has been reviewed and:

APPROVED

DENIED

Signature of Village Official: _____ Date: ____/____/____

FEES APPLICABLE TO THIS APPLICATION

	Amount	Date Due	Date Paid
Rental Fee	\$		
Security Officer Fee	\$	____/____/____	____/____/____
TOTAL FEES	\$		
Facility Security Deposit	\$	Upon Approval	____/____/____

Recreation Department:

Added to REC calendar ____/____/____ by: _____ Copied to PD ____/____/____ by: _____ N/A

Notes: _____

Police Department:

PO CSO

Added to W2W schedule ____/____/____ by: _____ Inserted in event binder ____/____/____ by: _____

Notes: _____

Rev. 8/16/17 - MIB