

**MAIN STREET PARTIES AND EVENTS**  
**FACILITY USE AGREEMENT**

**113 S MAIN STREET, STOCKTON, IL 61085 1-815-541-1774**

It is the desire of Main Street Parties and Events, for all who use the property, to be able to enjoy the facility. This agreement has been set in place to achieve that goal.

The person signing this agreement and/or the organization on whose behalf the facility rental is being made (collectively the "Renter") are responsible for compliance with this agreement. All Renters are required to read and sign the Facility Use Agreement as part of the rental.

Please read carefully. Fill out Renter and Event sections, initial each Conditions section, and sign on the back page of this document.

**1. RENTER INFORMATION**

Contact's Name \_\_\_\_\_

Requesting Organization Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

**2. EVENT INFORMATION**

Description of event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Estimated attendance \_\_\_\_\_

Time event begins \_\_\_\_\_ AM / PM  
(include set up time)

Time event ends \_\_\_\_\_ AM / PM  
(include clean-up time)

**3. CONDITIONS OF USE**

**A. RESERVATIONS**

1. The Facility is not considered rented until (1) Renter delivers to Main Street Parties and Events, the Facility Use Agreement, rental fee, deposit, and any other items deemed necessary by the Main Street Parties and Events ; and (2) Main Street Parties and Events, in its sole discretion, approves such rental in writing. Rental fee is due 2 weeks prior to the event.
2. A person who is at least twenty-one (21) years of age must sign this agreement.
3. Renter shall provide the Facility Owner, George Dombeck or his designee with a single contact who is to serve as the representative for Renter's activities.
4. The facility shall be used for the purpose stated in this agreement and no other use will be permitted.
5. Renter shall permit any Main Street Parties and Events designee or employee to visit the event described in this agreement.
6. Renter shall be responsible for picking up the keys to the Facility, *if necessary*, from Facility Owner, George Dombeck or his designee, prior to the event. Renter shall return keys immediately following the event to Main Street Parties and Events as directed.
7. Under no circumstances shall Renter sublease or allow any other organization or individual to use the Facility for the period for which Renter has contracted.

**INITIAL** \_\_\_\_\_

**B. FEES**

1. Main Street Parties and Events requires a rental fee and/or a deposit from Renter. See *Rental Fee* section below.
2. Renter is responsible for any lost keys, and any costs that Main Street Parties and Events might incur to replace and/or re-key the Facility.
3. In the event the Facility is left damaged, Renter shall be charged for any and all janitorial and/or repair fees incurred by Main Street Parties and Events as a result of same and these fees shall be billed to Renter.

INITIAL \_\_\_\_\_

**C. INDEMNIFICATION AND INSURANCE**

1. Renter shall indemnify, defend, and hold harmless Main Street Parties and Events, its owners, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of Main Street Parties and Events, its owners, employees, or agents.
2. Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of Main Street Parties and Events' facilities and adjoining property to the Main Street Parties and Events' owner or his/her designee, in writing within 24 hours.
3. Renter waives any right of recovery against Main Street Parties and Events, its owners, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. Renter shall not charge results of "acts of God" to Main Street Parties and Events, its owners, employees, or agents.
4. Renter waives any right of recovery against Main Street Parties and Events, its owners, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Renter's use or occupancy of the Facility and adjoining property, even if Main Street Parties and Events, its owners, employees, or agents seek recovery against Renter.
5. Renter shall provide a Certificate of Liability Insurance naming Main Street Parties and Events as Additional Insured for this event at liability limits agreeable to both parties within 5 days prior to the date of this event.

INITIAL \_\_\_\_\_

**D. SECURITY**

1. Renter is solely responsible for supervising all individuals at the Facility and adjoining property during the event. Main Street Parties and Events is not responsible for providing this supervision. However, Main Street Parties and Events may evict individuals from the Facility during the event if their conduct is not in the best interest of the facility or is deemed to be detrimental in any way.
2. In the interest of personal safety, Main Street Parties and Events facilities may not be used in excess of the normal seating capacity; all aisles leading to exit doors must be kept clear and unobstructed, exit doors must remain unobstructed so that the doors can be opened readily from the inside. Failure to comply with this provision will be grounds for termination of the Event.

INITIAL \_\_\_\_\_

**E. SET UP / CLEAN UP / DECORATIONS**

1. Renter, caterers, bands, transportation of rental equipment, and related individuals and activities will not be permitted access to the Facility prior to or after the event time period. Renter shall be responsible for arranging access during the time requested for entry and exit of the Facility.
2. Renter shall not prepare or decorate the Facility prior to the event start time.
3. Renter shall not drive or permit to be driven nails, hooks, tacks, screws, poles, stakes or other forms of fasteners into any part of the Facility and shall not make or allow to be made any alterations of any kind therein.

4. Renter shall be responsible for all clean-up of the Facility, including adjacent grounds, at the end of the rental. Renter shall pick up, bag, and remove all trash generated by activity in any way connected with its use of the Facility, leaving the Facility clean and free of all trash and litter. Renter shall also leave all fixtures, if any, in good working condition. Trash must be rolled to an outside door in a trash container and/or stored in a designated receptacle provided by Owner.
5. Renter shall not store any equipment or materials at the Facility or adjoining property without the prior written approval of Main Street Parties and Events.
6. Renter shall be responsible for any and all damage to the Facility and/or its contents during use. In the event damage occurs or excessive cleaning is necessary, Renter shall be charged for any and all janitorial and/or repair fees incurred by Main Street Parties and Events as a result.

INITIAL \_\_\_\_\_

#### **F. EQUIPMENT / ACCESSORIES**

1. Renter shall not remove, relocate, or take Main Street Parties and Events property outside of the Facility for any reason without the prior written approval of Owner or his designee.
2. Renter shall not use Main Street Parties and Events equipment, tools, or furnishings located in or about the Facility without the prior written approval of Owner or his designee.
3. Renter shall secure the approval of Main Street Parties and Events before using audio/visual systems, public address systems, and live or recorded amplified music. Renter shall not record, televise, or broadcast the event or any portion thereof without prior written approval of Owner or his designee.

INITIAL \_\_\_\_\_

#### **G. MISCELLANEOUS**

1. Renter shall comply with all local, state, and federal laws and regulations related to the use of the Facility.
2. Renter shall not admit a larger number of individuals than can lawfully, safely, and freely move about the Facility.
3. This Facility is designated as BYO liquor/alcohol and shall not be held responsible for any actions or damage occurring as a result of the irresponsible use of such. Renter shall show proof of a liquor license in the event that liquor will be sold at event.
4. Children must be supervised at all times. Renter shall provide at least one adult supervisor for each 12 minors participating in the Event. For purposes of this agreement, a 'minor' is any person from the ages of 0 and 18 years.
5. Animals are not permitted on the grounds or in the Facility, with the exception of guide dogs.
6. Renter may not sell, or allow to be sold, clothes, souvenirs, or merchandise of any type at Main Street Parties and Events, unless agreed upon within the scope of this lease and approved by Main Street Parties and Events..
7. Printed programs, if any, shall be provided by Renter and shall not state or imply an endorsement of Renter / Event by Main Street Parties and Events.
8. If Renter violates any part of this agreement or reports false information to Main Street Parties and Events, Main Street Parties and Events may refuse Renter further use of the Facility and Renter shall forfeit a portion of or all of the rental fee and/or the deposit.
9. Main Street Parties and Events may impose additional requirements as deemed necessary to protect the health, safety, and/or welfare of the community.
10. If any provision of this agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

INITIAL \_\_\_\_\_

**Rental Fees**

Fees below apply to any event, no exceptions.

Rental Fees include two rooms, mini-kitchen, tables, chairs, and TV/WI FI. Table clothes are extra. You are expected to clean the area rented before you leave the building

**A Security Deposit as stated below is required in the form of a cashier's check or money order made payable to Main Street Parties and Events** before any room is rented. This deposit is 100% refundable based upon your willingness and ability to clean the area you have used, including: emptying trash, stacking chairs, breaking down tables, vacuuming, cleaning, items returned in good condition, etc.

**Security Deposit is due at the time of the reservation. Full Rental Fee is due 2 weeks prior to rental date or the room will be released and 50% of the Security Deposit forfeited.**

Room	Capacity	Room Rental Fee	Room Rental Fee	Security Deposit*
<b>Entire facility</b>	60	\$65.00 up to 6 hours of use includes set up and tear down	\$125.00 (up to 10 hours)	
		\$25.00 each additional hour		
<b>Extra Services</b>				
<b>Tableclothes</b>	\$5.00 each(black)			

**IMPORTANT – READ BEFORE SIGNING**

**I am an authorized agent of the organization submitting this agreement. The information provided in this agreement is true and correct. I have read and understand this agreement and agree to all of the aforementioned rules, regulations, and conditions of use.**

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

*Main Street Parties and Events USE ONLY*

Rental fee \_\_\_\_\_ Deposit \_\_\_\_\_ Total paid \_\_\_\_\_ Deposit returned \_\_\_\_\_

Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_  
Date \_\_\_\_\_  
By \_\_\_\_\_