

SPRINGFIELD PARK DISTRICT

- 2500 South 11th Street / Springfield, IL 62703
lcrowder@springfieldparks.org

RENTAL CONTRACT

FOR USE AT LINCOLN GREENS BANQUET HALL



www.springfieldparks.org

Facility Information

Name of Facility: Lincoln Greens Banquet Hall

Beginning Time: _____ Ending Time: _____

Date: _____

Expected Attendance _____ Nature of Event _____

Contact Information

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Secondary Contact & Phone: _____

SECURITY DEPOSIT REQUIRED

A \$200.00 Security Deposit is required upon booking. This security deposit is fully refundable upon successful compliance of this contract and the building is left in satisfactory condition. After your rental date, the building will be inspected and if no damage or non-compliance is observed the \$200.00 security deposit will be refunded.

Initial

Consumption of Alcohol

Does lessee request permission to dispense alcoholic beverages? Yes No \$ _____

Springfield Park District Ordinance 1415-17 (General Use Ordinance), Section 4.3 et. Al., prohibits possession, sale, transportation, or consumption of alcohol on District premises, with limited exceptions. If you intend to have, serve, or provide alcohol at your event, this permit provides you with the ability to have alcohol at your event on District premises. The District's additional fee for an alcohol permit is \$50, plus you must provide proof of DRAM insurance (in addition to any other insurance needed for the event). **Certificate of Insurance must name the "SPRINGFIELD PARK DISTRICT" as an additional insured and be provided no less than 48 hours prior to the rental date.** This permit requires approval of the Executive Director of the Springfield Park District.

Additionally, it is your responsibility to contact the Springfield Liquor Control Commission to determine if you are required to obtain an alcohol permit from the City of Springfield.

SPRINGFIELD PARK DISTRICT ORDINANCE NO. 1415-17, Section 4.3 Alcoholic Liquors/Intoxication

Excerpt from Springfield Park District General Use Ordinance:

The following terms shall have the following meanings for purposes of this section:

"Alcoholic liquor" shall have the meaning set forth in the Illinois Liquor Code, 235 ILCS 5/1-1 et seq.

- A) No person under the influence of alcohol shall enter, be, or remain on District property.*
- B) Except at designated golf courses and rental facilities, no person shall drink or possess any alcoholic beverage on Park District Property unless they are in compliance with the Illinois State Statutes regarding transportation of alcohol.*
- C) Alcoholic Liquor may be allowed at supervised events when approved by the Executive Director.*
- D) No person, other than the District or its authorized agents, shall sell or deliver any alcoholic liquor on District property, unless said person has first obtained all applicable state and local liquor licenses, provides proof of dram shop liability insurance in sufficient insurance coverage limits as determined by the District, and obtains a Permit therefore from the District.*
- E) Sec. 4.4 Alcohol - Underage Possession*

No person under the age of twenty-one (21) shall purchase, possess, consume or transport any alcoholic liquor on Park District Property. Your initials: _____

Contract Information

Renter agrees to the following conditions as part of the consideration for leasing of said facility:

1. The Board of Trustee, its Board of Trustees, officers, agents, and employees, do not assume any liability for property lost, stolen, or damaged on Park District premises, or for personal injuries sustained on the premises, and the undersigned hereby releases and waives any claim for personal injury or property damage sustained on Park District premises. The undersigned further agrees to indemnify, defend and hold harmless the Park District, its Board of Trustees, officers, agents and employees from and against all claims, suits, judgments, or damages of any kind or nature arising out of or relating to any use of Park District premises, except to the extent such damages were caused by an act or omission of the Park District. *Your initials:* _____
2. Renter will be personally responsible for and will pay for any damage to Park District property arising out of the use of said facility pursuant to this permit/contract. *Your initials:* _____
3. Renter will comply with all applicable Park District ordinances and other rules governing conduct on Park District premises in addition to compliance with all applicable local, state, and federal laws. *Your initi* _____
4. Indoor rentals require a 50% non-refundable deposit due at the time the contract is signed. The deposit is applied to the total fee and the balance is due in full two weeks prior to the rental. *Your initials:* _____
5. Outdoor rentals require full payment prior to a permit being issued. *Your initials:* _____
6. Admission fees or charges may not be imposed, nor shall the vending of any food, drink, and/or merchandise be allowed without appropriate Park District permits. *Your initials:* _____
7. Distribution of alcohol is prohibited without an appropriate Park District permit. *Your initials:* _____
8. If applicable, Renter may be required to provide a certificate of insurance naming the Springfield Park District as an additional insured in the amount of \$1 million prior to the rental. *Your initials:* _____
9. If event requires security, renter is required to utilize off-duty Park District Police Officers at their current pay rate before obtaining security or police coverage from other sources. To coordinate police coverage, please call 217-698-6030. *Your initials:* _____
10. Bounce Houses & water features such as Slip 'n Slides are strictly prohibited at permitted Park District Shelters. Please see Corporation Event and/or Walk addendum for exceptions to this rule. *Your initials:* _____
11. All vehicles must be confined to the designated roadways, drives and parking lot areas. *Your initials:* _____
12. If applicable, it is the responsibility of the renter to coordinate placement of units with the Maintenance Department prior to rental and for fees associated with the rental of porta-potties and to comply with any applicable laws regarding ADA Accessibility Requirement for portable restroom facilities. Coordinate with Jason Graham, Director of Parks & Planning prior to rental by calling 217-544-1751 Ext. 1404. *Your initials:* _____
13. Weapons, firecrackers/fireworks or similar devices shall not be brought onto Park District property. *Your initials:* _____
14. Chairs and tables provided for rentals of indoor facilities must remain inside rental facilities at all times. *Your initials:* _____
15. Chairs are not provided by the Park District for wedding sites. *Your initials:* _____
16. No open candles are allowed. *Your initials:* _____
17. Party materials (ie: confetti, etc.) must be cleaned up prior to renter leaving premises. *Your initials:* _____
18. Decorations must be put up in a manner that won't harm the facility when decorating or removing after rental. *Your initials:* _____

- 19. Glass bottles are not permitted in picnic areas, playgrounds or on ball diamonds. *Your initials:* _____
- 20. All signs must be removed from Park District property at the close of your event. *Your initials:* _____
- 21. If barricades are requested for a walk/event, it is the renter's sole responsibility to set up and take down barricades (provided by park district) for event. *Your initials:* _____
- 22. NO PAINT is allowed when marking the route of a run/walk. Only chalk or cones may be used. *Your initials:* _____
- 23. **Permit fee is non-refundable. Rain or Shine.** *Your initials:* _____

Signature of Renter: _____

Printed Name: _____

Date: _____

Park District Contact Information

Facility Caretaker: Jerry Myers (217) 299-4998

Non-Emergency safety concerns call: Park Police (217) 698-6030 Emergencies call: 911

Payment information (Office Use Only)
Checks made payable to: Springfield Park District

Basic Rental Fee (4 hours)	\$ _____
Additional Hours Number of hours ____ x hourly fee \$_____ =	\$ _____
<p>Alcohol Service Options:</p> <p>Option 1- Approval Requested for Renter to have alcohol on Site of Rental</p> <ul style="list-style-type: none"> • Alcohol Service Fee (If applicable) = \$50.00 • In addition to Service Fee, Renter is required to provide special event coverage with liquor liability (dram insurance) prior to rental, unless LGBH service is contracted (see addendum) <p>OR</p>	

<p>Option 2- <input type="checkbox"/> Using LGBH Bar Service during normal hours</p> <p>Number of Additional Hours: ___ x \$ <u>20</u>/hourly rate (5 Hour Minimum)</p> <p>_____</p> <p>Authorized Signature <input type="checkbox"/> Approved <input type="checkbox"/> Declined</p>	<p>\$ _____</p>
<p>Audio Visual Equipment</p> <ul style="list-style-type: none"> • Fee for using the Audio-Visual Equipment is \$50.00 	<p>\$ _____</p>
<p>Total Fee for Rental:</p>	<p>\$ _____</p>
<p>Non-Refundable Prepaid Fee (50% of Total Fee)</p> <p><input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Cash/Receipt _____</p> <p>Date Paid _____ Initial _____</p>	<p>\$ _____</p>
<p>Security Deposit:</p>	<p>\$ _____</p>
<p>Total Due at signing:</p>	<p>\$ _____</p>
<p>Balance:</p> <p>Due on or before _____</p>	<p>\$ _____</p>
<p>Final Payment</p> <p><input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Cash/Receipt</p> <p>Date Paid _____ Initial _____</p>	<p>\$ _____</p>