


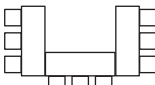
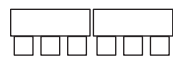


Rental Guidelines & Agreement

I. Instructions

- Applicants must complete and submit this application and agreement for review at least sixty (60) days prior to their event. Requests are fulfilled on a first-come, first-served basis.
- Applicants will receive a response via email regarding applications within five (5) business days.
- If approved, the reservation will be confirmed and an invoice for payment will be sent via email. Full payment of the rental fee is due within five (5) business days of invoice receipt to complete the booking.
- Rentals are not accepted on holidays, including New Year's Eve, New Year's Day, Easter Sunday, Memorial Day, the weekend before through the weekend after the Fourth of July, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve, and Christmas Day.
- Applications can be emailed to civiccenter@mortongroveil.org or dropped off or mailed to: **Village of Morton Grove, Attn: Civic Center Rentals, 6101 Capulina Avenue, Morton Grove, Illinois 60053.**
- Proof of residency (legal ID, lease or deed, or recent mail received) must be provided in order to receive resident rates.
- If you would like to meet in-person with staff to discuss the rental agreement or your reservation request, you must schedule an appointment in advance by calling 847-663-3071 or emailing civiccenter@mortongroveil.org.

II. Application Information

APPLICANT INFORMATION					
RENTER'S NAME		ORGANIZATION/GROUP NAME <i>(if applicable)</i>			
STREET ADDRESS			RENTER'S BIRTHDATE		
CITY		STATE		ZIP	
PHONE		E-MAIL ADDRESS			
EVENT INFORMATION					
EVENT DATE(S)		CHECK DAY(S) REQUESTING Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>			
DAY-OF CONTACT NAME AND CELL PHONE NUMBER		EVENT START & END TIMES <i>Include all time guests will be present at the venue</i>	START TIME	END TIME	
EVENT TYPE <i>(e.g. birthday party, wedding)</i>		RENTAL START & END TIMES <i>Include all time for set up, decoration, and clean up</i>	START TIME	END TIME	
IS THIS A RECURRING EVENT? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, include the first date, frequency, and final date. Duration cannot exceed the calendar year.	FIRST DATE	FINAL DATE	FREQUENCY
ROOM(S) REQUESTED <input type="checkbox"/> Main Hall (1st floor): 150-person capacity for table seating <input type="checkbox"/> Outdoor Patio (1st floor): 50-person capacity for table seating <input type="checkbox"/> Community Hall (2nd floor): 50-person capacity for table seating <input type="checkbox"/> Craft Room (2nd floor): 45-person capacity for table seating <input type="checkbox"/> Library (2nd floor): 12-person capacity for table seating			SET-UP REQUESTED <input type="checkbox"/> Banquet Style <div style="display: inline-block; vertical-align: middle;">   </div> <input type="checkbox"/> Theater Style <div style="display: inline-block; vertical-align: middle;">  </div>		
ADD-ON ITEMS <input type="checkbox"/> Sound System (Main Hall Only): Included <input type="checkbox"/> Lectern: Included <input type="checkbox"/> _____ High-Top Tables (Max. 6): Included <input type="checkbox"/> Projector (Main Hall Only): \$50 <input type="checkbox"/> Portable Bar: \$25 <input type="checkbox"/> Portable Microphone (Main Hall Only): \$25 <input type="checkbox"/> Stand Microphone (Main Hall Only): \$25		NUMBER OF GUESTS	<input type="checkbox"/> Conference Style 	<input type="checkbox"/> Classroom Style 	
		OTHER REQUESTS	TABLE PREFERENCE FOR BANQUET STYLE (IF APPLICABLE) <input type="checkbox"/> Rectangular (8-foot (96") length) <input type="checkbox"/> Circular (6-foot (72") diameter) <i>Note that tablecloths are not provided</i>		

Check YES or NO:

YES NO

Is liquor being served? If yes, attach certificate of insurance including dram shop insurance in the amount of \$1,000,000 naming the Village of Morton Grove as additional insured. See page 6 for Sample Certificate of Insurance Form. See Sections 9 & 10 on page 3 for additional information.

Is liquor being sold? Liquor is considered sold if event guests pay for liquor directly (e.g. cash bar, all-you-can-drink tickets or bracelets, etc.) or indirectly (e.g. included in event admission fee). If yes, you will need to obtain the appropriate liquor license and required insurance. See page 6 for Sample Certificate of Insurance Form. See Sections 9 & 10 on page 3 for additional information.

Are catering services being used? Catering includes use of servers and/or bartenders. If food is only being dropping off, answer "no". If "yes," the catering service must provide a certificate of insurance naming the Village of Morton Grove as additionally insured. Food trucks and food vendors are allowed only with prior approval and a Temporary Food Service Permit will be required.

Will you be bringing in entertainment? (e.g. live band, DJ, performer). If yes, please describe.

Depending on the entertainment, the Village may require a certificate of insurance listing the Village as additionally insured.

Will you use a professional decorator for event decor? If yes, please describe.

Depending on the service, the Village may require a certificate of insurance listing the Village as additionally insured.

Will you bring any equipment into the facility for your event? (e.g. popcorn machine, photo booth, smoke machine). If yes, please describe.

Will you use any rental company to bring equipment on-site? If yes, provide the name of the rental company and the equipment being rented.

Will you personally prepare any food on-site? If yes, please describe.

FACILITY AMENITIES											
FACILITY AMENITIES BY ROOM	Table & Chair Set Up	Warming Kitchen (oven, microwave, refrigerator)	Kitchenette (microwave, refrigerator)	Electricity	Accessible Restrooms	Sound System	Guest Wi-Fi	Portable Bar Rental	High-Top Tables	Alcohol Allowed	On-Site Parking
<ul style="list-style-type: none"> ● Included \$ Available for extra fee 											
Main Room (Max. 150 seated)	●	●		●	●	●	●	\$	●	●	●
Outdoor Patio (Max. 50 seated)	●				●			\$	●	●	●
Community Hall (Max. 50 seated)	●		●	●	●		●	\$	●	●	●
Craft Room (Max. 45 seated)	●			●	●		●	\$	●	●	●
Library (Max. 12 seated)	●			●	●		●	\$	●	●	●

III. Facility Rental Agreement Terms

It is the responsibility of the Renter to read the following terms before completing and signing the Rental Agreement. Failure to adhere to all requirements of the Rental Agreement may result in the loss of your nonrefundable rental fee, make you responsible to the Village for damages, and may also jeopardize future rental requests by the Applicant. Any questions regarding the agreement should be sent to civiccenter@mortongroveil.org.

1. **Village Use.** Village sponsored activities and facility use controlled by agreement between the Village and other organizations shall have priority over all other reservations.
2. **Rental Requests.** All facility rental requests must be made a minimum of sixty (60) days in advance and are fulfilled on a first-come, first-served basis. Reservations may not be made more than twelve (12) months in advance. Full payment of the rental fee is required prior to execution of the Rental Agreement and final booking. Once a reservation is confirmed, an invoice for full payment will be sent to the Renter via email. Full payment of the rental fee is due within five (5) business days of invoice receipt to complete the booking. Failure to pay the full invoice within five (5) days will result in cancellation. Once full payment is received, an executed contract will be provided to the Renter. Requests for rentals will not be considered officially reserved until (i) full payment of the rental fee is received and (ii) the Rental Agreement is signed by the Village Administrator or their designee.
3. **Rental Time.** Facility rentals must conclude by 11:00 p.m. on Sunday through Thursday and by 12:00 a.m. on Friday and Saturday. Village Staff will turn on room lights to indicate an event's conclusion at 10:30 p.m. on Sunday through Thursday and at 11:30 p.m. on Friday and Saturday. All decorating, set-up, and clean-up must occur within the rental period. Renters are not entitled to store any items prior to or after any rental period. Village staff will open the rental facility for the Renter at the starting time designated in the Rental Agreement. The facility will not be opened to anyone other than the Renter or their designee (see "Day-Of Contact").
4. **Resident Rates.** Rental rates are established and posted by the Village and are subject to change at any time without notice. The applicable rate will be the rate in effect at the time full payment is received and the rental agreement is finalized. The Renter's proof of residency (legal ID, lease or deed, or recent mail received) must be provided at the time of application in order to be eligible for resident rates. Residents are not permitted to "sponsor" a non-resident event or applicant. The individual, group, or organization that is using the facility must be the Applicant and Renter.
5. **Cancellation.** The Village reserves the right to cancel or relocate any rental to accommodate unforeseen circumstances. In the event of cancellation by the Village, the Renter will be refunded the full rental fee. However, no other damages, compensation, or reimbursement shall be owed or payable to the Renter. Regardless of when the rental was secured, cancellation requests by the Renter are subject to the following:
 - a. The rental fee will not be refunded if the rental is canceled within thirty (30) calendar days of the rental date.
 - b. If the rental is canceled in writing to civiccenter@mortongroveil.org or in-person at Village Hall at 6101 Capulina Avenue, Morton Grove, more than thirty (30) days before the rental date, the Renter is entitled to a refund, except that fifty percent (50%) of the total rental fee or five-hundred dollars (\$500), whichever is less, will be nonrefundable. Approved refunds will be processed as soon as possible, but no later than thirty (30) days from the date of refund approval.
 - c. All additional permit and license fees (including liquor license fees) are nonrefundable.
6. **Renter Responsibility.**
 - a. **Supervise.** The Renter must be present at the event and will be held responsible for any violation of Village rules, regulations, or ordinances and any destruction of property or injury to others. The Renter must be present for the duration of the rental period. The Renter is solely responsible for providing any and all supervision at all times during use of any facility, including but not limited to the rented facility, and all common areas. Further, the Renter shall be responsible for ensuring that all guests and invitees comply with all applicable rules and regulations pertaining to use of the facility. The Renter is responsible for ensuring that all activities are properly controlled and supervised.
 - b. **Vacate.** The Renter is responsible for guests vacating the facility at the event ending time on the final approved rental application. The Renter will be charged for the time used beyond the specified time at one and a half times (1.5x) the hourly rental rate and the Village's additional staffing costs.
 - c. **Clean-Up.** The Renter is responsible for general clean-up of the rented facility. General clean-up includes removing all loose trash, including but not limited to food, beverages, and decorations from tables, any accessory kitchen area, and the floors, and placing all waste in refuse and recycling containers provided in the rented facility. Failure to complete general clean-up will result in a cleaning charge.
7. **Conduct.** The Renter and their guests must be considerate of others who may be using the facility during their rental. The Renter understands that the Civic Center facilities are used for other programs may have program-related furniture and materials in place that must remain intact. Authorized Village staff have the sole authority to enforce the Rental Agreement and Village ordinances. Any behavior deemed by authorized Village staff to be destructive or inappropriate in any way shall be cause for immediate eviction and loss of rental fees paid.
8. **Minimum Age.** A Renter must be at least twenty-one (21) years of age. Rentals that include youths under the age of eighteen (18) must have one (1) adult over the age of twenty-one (21) for every twelve (12) youths. All youth in attendance must remain in the rental facility with proper supervision. Any group which does not have adequate supervision or fails to maintain discipline will be required to leave and rental fees paid will be forfeited.
9. **Liquor Service.** If liquor is to be served at the event, with or without charge, the Renter must provide at least one (1) BASSETT trained server for every thirty (30) attendees and Renter must provide a certificate of insurance including, at a minimum, dram shop insurance in the amount of one million dollars (\$1,000,000) for the event naming the Village of Morton Grove as an additional insured. See the attached *Liquor Insurance Template*. Alcoholic beverages are not allowed to be consumed or dispensed outside the rented facility. The Renter and their guests agree to abide by Village of Morton Grove and State of Illinois liquor laws. Liquor service must cease no later than 10:00 p.m. Sunday through Thursday and 11:00 p.m. on Friday and Saturday.
10. **Liquor Sales.** Liquor sales are permitted only with the required liquor license(s). Liquor is considered sold if event guests pay for liquor directly (e.g. cash bar, all-you-can-drink tickets or bracelets, etc.) or indirectly (e.g. included in event admission fee. If liquor is to be sold, a Village liquor license and required insurance must be separately applied for and obtained by the Renter at the time of booking. One or more of the following Village of Morton Grove liquor licenses will be required if liquor will be sold directly or indirectly at the event:
 - a. **Class G, Special Event:** Licenses which shall authorize the retail sale of alcoholic liquor only for consumption on the premises for special events organized by an educational, fraternal, political, civic, religious or nonprofit organization.
 - b. **Class H, Caterers, Full Liquor:** Licenses which shall authorize the sale of alcoholic liquors for consumption on the premises where served and limited to invited guests at private functions. Such licenses shall be issued only to caterers as defined by this chapter and having a current Morton Grove business license. Catering establishments holding class H licenses must have food service available when liquor is being served.

- c. **Class I, Caterers, Beer/Wine:** Licenses which shall authorize the sale of beer and wine for consumption on the premises where served and limited to invited guests at private functions. Such licenses shall be issued only to caterers as defined by this chapter and having a current Morton Grove business license. Catering establishments holding class I licenses must have food service available when beer and wine are being served. See Village website at mortongroveil.org for License application form and additional information.
 - d. **Non-Morton Grove Licensee:** A business or organization providing liquor service with a business address and liquor license located outside the Village of Morton Grove must provide a copy of its local business license, local liquor license, and State of Illinois liquor license.
11. **Commercial Use.** No individuals or groups may use the Village facilities with the purpose of monetary gain. The posting of advertisements of any products or services is strictly prohibited. For fundraising purposes, special accommodations can be arranged for not-for-profit organizations within the geographical boundaries of the Village.
 12. **Parking.** Parking is restricted to designated parking areas. Driving on the grass and parking in fire lanes is prohibited. Parking is open to the public, even during private rental events. The Village does not guarantee on-site parking to be provided as part of any rental.
 13. **Food Preparation.** The Main Hall kitchen includes use of a warming oven (to be operated by Village staff only), sink, refrigerator, walk-in cooler, icemaker, microwave, food preparation table, and counter space. Renters may not use outside appliances (e.g. popcorn machines, snow cone makers, grills, etc.) in the building or patio area. Food preparation, eating, serving utensils, and paper goods are not provided.
 14. **Smoking.** Smoking of any kind is strictly prohibited in and on Village property.
 15. **Chewing Gum.** Chewing gum must be disposed of in appropriate waste receptacles. A maintenance fee will be assessed for each occurrence of chewing gum placed on or disposed of in an unauthorized receptacle or fixture.
 16. **Weapons.** Weapons are strictly prohibited in and on Village property.
 17. **Maximum Capacity.** The Renter shall comply with Village's established and posted capacity limits, without exception. Capacity limits can vary depending upon room set-up. Any group surpassing a room's maximum capacity will be asked to leave the premises immediately.
 18. **Facility Equipment.** Renters can request use of equipment as provided on the rental application. Staff will not be able to respond to requests for facility equipment if not included in the rental application. Fulfilling equipment requests is on a first-come, first-served basis.
 19. **Entertainment.** Any form of entertainment being used must be disclosed at least thirty (30) days from the event date. The arrangement of music or entertainment is the responsibility of the Renter. Bands and DJs must stop playing no less than thirty (30) minutes before the end of the rental period. Sound level must be suitable for the interior of the rented space as determined by Village staff. The Village reserves the right to require the Renter to adjust the sound level. Outdoor entertainment and use of loudspeakers or public address systems are prohibited except by written permission from the Village.
 20. **Decorations.** Renter is responsible for leaving the facility in the same condition as found. All materials and decorations brought into the rented space must be removed by the end of the rental period. No decorations are allowed to be hung on walls, window frames, doors, or door frames. No scotch tape, packing tape, duct tape, paste, glue, tack, 3M products, or otherwise is permitted. Helium balloons must be weighted. Table coverings must be provided to ensure tables are not damaged and to ensure an easy clean-up. No confetti, glitter, flower petals, silly string, bubble or fog machines, or any other items of this nature may be used by the Renter or anyone in the Renter's party. No decorations are allowed to be hung from the ceiling or light fixtures. A clean up fee, determined by the Village, will be charged to the credit card on file for any excess cleaning or damages caused by the Renter's use of the facility.
 21. **Signage.** Unless agreed otherwise by the Village in writing, no signs of any kind are allowed on exterior of rental facilities or on Village grounds.
 22. **Inflatable Equipment.** Inflatable equipment is only allowed with the written permission of the Village. Additional proof of insurance may be required.
 23. **Safety.** All safety precautions necessary for fire protection and safety must be observed. Exits, corridors and stairways must be free of any obstructions at all times. In the event a fire alarm is activated, the building must be evacuated immediately. No persons will be allowed back into the facility until it has been deemed safe to do so by the Village of Morton Grove Fire Department. In addition, the applicant will be assessed \$300.00 for any fire alarm that is falsely activated by the Renter or their event attendee. The Village reserves the right to prohibit an organization from renting space for a function in the Civic Center in the event that activity may jeopardize public safety or if the activity planned for that occasion is not compatible with the space available within the facility.
 24. **Liability.** The Village is not responsible for any damages or loss to parked cars or for lost, stolen, or damaged personal property or rental. The Village assumes no liability for any property left at any rental facility.
 25. **Damages.** No person shall deface, disfigure, break, cut, tamper with or displace or remove any Village equipment. The Renter agrees to return the rental facility and Village property in the same condition as received. The Village will inspect the premises following the event. Any damage to the facility, equipment, or grounds beyond normal wear and tear or any required additional cleaning or services, will be repaired or addressed at the Renter's expense. The Renter agrees to provide a valid credit card number to be kept on file as a condition of this Rental Agreement. In the event that damages occur to the facility, equipment, or property beyond normal wear and tear, or if additional cleaning or services are required due to the Renter's use, the Village reserves the right to charge the cost of such damages or services to the credit card provided. The Renter will be notified prior to any such charges being processed.
 26. **Compliance.** All functions conducted in Village facilities must be in accordance with all Village regulations and ordinances. All persons in attendance must comply with the rules and laws of the Village of Morton Grove, State of Illinois, and any other applicable governing bodies.
 27. **Termination.** This Rental Agreement may be terminated due to misconduct, falsification of records or information, or failure to comply with the rental rules as described herein. The Renter understands that misrepresentations regarding the nature or scope of any reservation or violation of any of the terms of the Rental Agreement may be grounds for termination of the Rental Agreement at any time, even during the event, and the denial of future reservations.
 28. **Force Majeure.** Notwithstanding any other provision of this agreement, the Village shall not be liable in any way for delay, failure in performance, loss or damage due to any of the following conditions: fire, explosion, power blackout, flood, water, the elements, acts of God, or other causes beyond the Village's reasonable control.

Signature page follows.

WAIVER

By signing below, I agree to follow all applicable Village rules, regulations, and ordinances and recognize that I am responsible for the actions of myself and all attendees at my event. To the extent permitted by law, my organization, representatives, participants, and I will indemnify, save, defend, and hold harmless the Village, including its officers, officials, agents, volunteers, and employees (hereinafter referred to as "the Village") from and against any and all liabilities, obligations, claims, damages, penalties, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) which the Village may become obligated by reason of any accident, bodily injury, or death of person, civil or constitutional rights violation, or loss or damage to tangible property, arising directly or indirectly in connection with, or under, or as a result of this application process and permitted event. Should I or my attendees fail to (i) follow Village rules, guidelines, policies, or ordinances and/or terms of any license or this rental agreement, or (ii) perform adequate clean-up, or if damage occurs to Village property, I understand that I will be billed at full cost plus an administrative fee for clean-up and repair. In addition, such failure may result in the denial of future approval for a rental reservation or the requirement of a deposit for future events.

APPLICANT SIGNATURE

DATE

VILLAGE ADMINISTRATOR SIGNATURE

DATE

PAYMENT INFORMATION

TOTAL RENTAL FEE (CALCULATED BY STAFF)

PAYMENT METHOD (PAYMENT MUST BE MADE BY RENTER)

Credit Card Check Cash

Make checks payable to Village of Morton Grove

CREDIT CARD FOR DAMAGES (REQUIRED)

Name on Credit Card _____

Credit Card No. _____ Expiration _____ / _____

CVV _____ Card Holder Signature _____

OFFICE USE ONLY

RECEIVED BY

DATE

INVOICE SENT DATE

INVOICE NO.

FULL PAYMENT MADE DATE

CONFIRMATION SENT DATE

REQUIRED ATTACHMENTS - LIQUOR

- Event Includes Liquor Service**
- Certificate of Insurance (\$1,000,000) naming Village as additional insured
- Event Includes Liquor Sales**
- Certificate of Insurance (\$1,000,000) naming Village as additional insured
 - Local Liquor License
 - State of Illinois Liquor License

NONREFUNDABLE RENTAL FEE (FOR CANCELLATIONS PRIOR TO 30 DAYS BEFORE EVENT) - *Fifty percent (50%) of total rental fee or five-hundred dollars (\$500), whichever is less*

RENTAL NOTES/REQUESTS

