



Village of Beach Park
11270 W. Wadsworth Road
Beach Park, IL 60099
847/746-1770
847/746-1797 fax

Village of Beach Park Contract for Lower Level Usage

I/we request use of the lower level of the Village Hall as listed below and agree to adhere to all rules and regulations established by the Village of Beach Park. I/we agree to indemnify and hold harmless the Village of Beach Park from and against all liability charges, claims and actions rising out of or in connection with the said use of the Village of Beach Park property.

GENERAL REGULATIONS:

- A. All organizations or residents granted permission to use the facility will assume the responsibility for the loss of any object or objects that are damaged or destroyed as a result of the activities engaged in by the organization or any patron in attendance.
- B. The Village of Beach Park and its employees shall not be responsible for damage to or loss of property upon the premises which are sustained by the applicant, participant in a program or patron of any program held in the facility. The Village of Beach Park reserves the right to request insurance.
- C. All applications are subject to cancellation, with or without due notice, for any reason whatsoever.
- D. Conduct of all representatives of the applicant and patrons of the event covered by the application shall be in agreement with the conduct expected at events sponsored by the Village of Beach Park. Possession or consumption of intoxicants in the building or on the grounds is specifically prohibited by Village Ordinance. Smoking is prohibited in all areas of the Village of Beach Park facility.
- E. Applicant must be present at all times during the rental period and/or until all participants have vacated the premises.
- F. Adequate supervision must be provided by the applicant for any event at which minors will be present.
- G. Provisions for any special equipment must be made in advance.
- H. Rooms must be left in a neat and orderly manner when finished with the activity. Any extra cleaning needing to be done by Village of Beach Park staff will be deducted from the required deposit. This includes, but is not limited to, the removal of tape used

to secure decorations onto the wall and/or ceiling and the disposal of cigarette butts in the provided outdoor receptacle.

- I. No-shows or cancellation without 24 hr notice could result in forfeit of the deposit.
- J. Garbage and recycling needs to be disposed of in the appropriate dumpsters in the rear parking lot at the Village Hall.
- K. Music may be played during the event inside the Village Hall. Sound must be kept at a reasonable level.
- L. Free wifi is available – Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet

Name of Organization: _____

Type of Organization: _____

Contact Person: _____

Address: _____

Phone: _____

Date of Activity: _____

Time of Activity: _____ (INCLUDES SET UP & CLEAN UP TIME)

Description of Activity: _____

Expected Number of Attendees: _____

Applicant Signature

Date

Phone Number

.....
(OFFICE USE ONLY)

Approved: _____

Date: _____

Rental Fee Paid: _____

Method of Payment: _____

Resident: \$25/hr _____

Non-Resident: \$50/hr _____

\$100 Deposit received: _____

Door Code: _____ (4-digits, cannot start with zero)