

Hoopeton Municipal Building

City of Hoopeton

301 W. Main St.
Hoopeton, IL 60942
(217) 283-5320
Fax: (217) 283-7965

Date

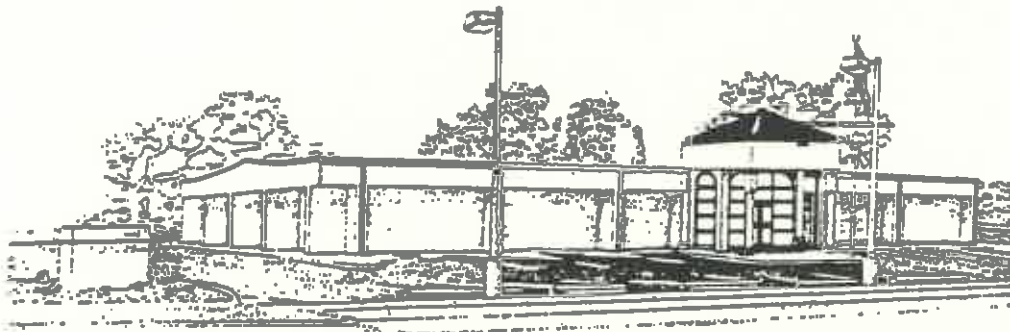
CIVIC CENTER TENANT,

Enclosed is your contract for renting the McFerren Park Civic Center on the date(s) discussed. Any questions or concerns please contact the city hall administration office. Our office hours are Monday – Friday, 7am – 4pm.

Once you have read the contract, please return it to our office as soon as possible with your signature on page 3. Please submit rent and a current certificate of insurance, (ref. page 2 of contract) at least one (1) month prior to your event. ***The deposit however must be paid at time of reservation.*** If you are requesting a special event liquor license for the event, we must have the following: a completed special event liquor license application, a copy of dram shop insurance from group/sponsor supplying the liquor and the proof of security application on file at least one (1) month prior to event as well.

THANK YOU,

CITY OF HOOPESTON
301 WEST MAIN ST.
HOOPESTON, IL. 60942
(217) 283-5833



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CITY OF HOOPESTON CIVIC CENTER CONTRACT

The City of Hoopeston, hereinafter referred to as the "landlord", and _____, herein after referred to as the "tenant", agree that the landlord hereby rents to the tenant, on _____, 20_____, the Hoopeston Civic Center located in McFerren Park, in Hoopeston, Illinois.

In consideration of the mutual covenants and after approval of the parks committee, both parties agree as follows:

1. Tenant agrees to pay to the landlord, **at least one (1) month prior** to the first day of use, at the city administration office the rent for the use of the premises at the rates agreed upon, by initialing next to the appropriate categories as follows:
 - A. ____ - two hundred fifty dollars (\$250.00) per day for nonprofit clubs or organizations, auctions, charitable events, recreational uses, or other activities approved by the parks committee for this rate, at the sole discretion, on the basis of the general benefit to the community.
 - B. ____ - two hundred dollars (\$200.00) per day for gun shows.
 - C. ____ - ten dollars (\$10.00) per day in addition to (a), (b), above for use of the kitchen facilities which are otherwise not included in rental of the civic center.
2. A separate deposit, in the amount of, two hundred fifty dollars (\$250.00) is required **when reservation is made**. The landlord will request the return of the deposit after the inspection of building, all keys returned by tenant and if agreement has been fully complied with. The tenant will forfeit the deposit money if the tenant is in violation of this agreement.
3. The landlord does not furnish janitorial services or supplies. That shall be the tenant's sole responsibility. Reference page 4 of contract. The building and premises shall be left in as good an order as they were before the rental period. Including, setting and re-setting the temperature of the heating or air conditioning unit. Also, the overhead door shall not be left unattended and/or open for extended periods of time. Clean up must be completed by 12:00 p.m. the day following the use of or the deposit money will be forfeited.

4. No alcoholic beverages are allowed in the building or on the premises of the park unless a special event license has been obtained from the city and the State of Illinois. Both permits must be displayed during the event. The tenant will be responsible for obtaining a city special event liquor license. Fee is one hundred dollars (\$100.00) for the day which requires local "sponsorship" (group or business serving alcohol) and committee approval before alcohol can be served. Sponsor must have their certificate of insurance listing the city as additional insured attached to special event application. This must be completed at least one (1) month prior to event. If a city license is granted for a special event, then it will be the responsibility of the tenant/sponsor to obtain the state special use permit at least three (3) weeks prior to event. Late fees from the state are applicable if application is not received at the state commission office at least 15 days prior to event. A copy of the state permit must be submitted to the administration office and a copy of the city and state permit on display on premises during the event.
5. When alcohol is planned & permitted for the event, the tenant will be responsible to hire security for all exits plus the parking area at the civic center. The security must be off duty security guards, police auxiliary or off duty police officers. The security contract lists the guidelines, approved by the liquor commissioner, for services required. The contract for security services must list names, addresses & social security numbers for all security personnel for the event. This must be on file with the administration office at least one (1) month prior to event or special event license will not be issued. And at NO time during the event will alcohol be allowed to be carried in by the tenant and or invitees.
6. NO candles, sparklers or fireworks of any kind will be allowed inside the civic center. Only flameless, battery powered candles will be allowed. Each time a city employee is called out for an activated smoke alarm inside the civic center because of the above mentioned products a \$25 call out fee will be deducted from the tenant's deposit.
7. The landlord reserves the right to randomly inspect the activity to make sure that all rules followed. The tenant assumes total responsibility for control of the tenant's invitees and violation of this contract by either tenant or tenant's invitees may result in immediate eviction or forfeiture of all payments made. The city takes no responsibility for any actions, incidents, or injuries arising out of this lease.
8. The use of the civic center building must be concluded by 12:00a.m (midnight) each day. The tenant and all of the tenant's invitees shall depart from the park premises as soon as possible thereafter.
9. The landlord will not be responsible for furnishing any tables or chairs. Set-up for event is the responsibility of tenant. Any rehearsals needed for the event must be approved by the park committee. Arrangements must be made by tenant prior to the rehearsal by contacting the McFerren Park office. Hours for the rehearsal(s) are limited to normal civic center hours. Clean-up requirements on page 4 will apply.

10. The tenant must also provide a certificate of insurance of at least five hundred thousand dollars (\$500,000.00), naming the City of Hoopeston as an additional insured. This must be received by the City of Hoopeston before the key is picked up at the city administration office for the event.

11. This agreement may be canceled by tenant with no less than fifteen (15) calendar days before the first day of use that was scheduled as stated on page one of this contract, without a charge. Thereafter the tenant will forfeit the deposit paid to the City of Hoopeston.

Entered into this _____ day of _____, 20_____.

(Tenant)

City of Hoopeston
Municipal Corporation
Landlord -

By: _____
(Tenant Signature)

By: _____
(City Representative)

EVENT DATE: _____

CIVIC CENTER CLEAN-UP REQUIREMENTS

With reference to paragraph three (3) of the Civic Center Contract, clean-up requirements are as follows:

1. ____ All trash and garbage will be picked up from the auditorium, stage, kitchen (including refrigerator) and adjacent room, hallway and restrooms then placed in the large steel trash cans in the back of the Civic Center.
2. ____ All galvanized trash containers will be emptied into the large steel trash cans and then stacked neatly in the hallway just inside the back entrance.
3. ____ Floors in the auditorium, stage, kitchen and adjacent room, hallway and restrooms will be swept. Areas where food or beverage has spilled and where mud and dirt has been tracked in will be mopped to remove spillage or dirt.
4. ____ After floors have been swept and mopped, they will be done over with the dust mop to complete the job.
5. ____ Brooms, mops, mop bucket and other cleaning supplies are located in the Janitor's room. The key to the room is laying in crevice where the cement blocks are joined just to the right of the door. Please keep door locked when not in use.
6. ____ Any damage done to the building and/or the premises must be repaired before deposit will be refunded
7. ____ Tenant must re-set the temperature of the heating or cooling unit before leaving the building.
8. ____ Return all keys to the City Hall Administration office.
9. ____ At the Park Committee/Park Superintendent's discretion, failure to comply with the Civic Center contract & all cleanup requirements will result in forfeiture of deposit.

Please initial next to each statement to verify you have been shown and/or understand each requirement of the clean-up procedure.

Date: _____ Park Signature: _____