

Hoopeton Municipal Building

## City of Hoopeton

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

\_\_\_\_\_  
Date

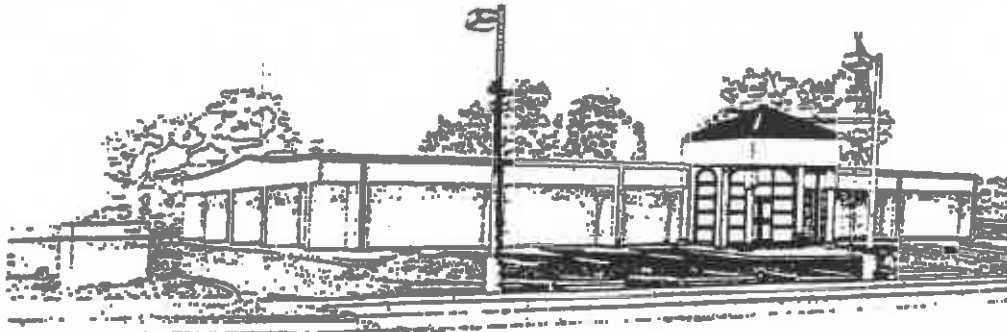
### **CIVIC CENTER TENANT,**

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 your 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 as well.

THANK YOU,

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



Hoopeston Municipal Building

## City of Hoopeston

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

### 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 use 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 on display on premises.
5. If alcohol is being planned 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 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 at least one (1) month prior to event or special event license will not be issued.
6. 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.
7. 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.
8. 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.
9. The tenant must also provide a certificate of insurance of 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 hall administration office for the event.

10. This agreement may be cancelled 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:** \_\_\_\_\_

## **CLEAN-UP REQUIREMENTS**

**CITY OF HOOPESTON**

**CIVIC CENTER CONTRACT**

**WITH REFERENCE TO PARAGRAPH THREE (3) OF THIS CONTRACT, CLEAN-UP REQUIREMENTS ARE AS FOLLOWS:**

- 1. ALL TRASH AND GARBAGE WILL BE PICKED UP FROM THE AUDITORIUM, STAGE, KITCHEN, AND ADJACENT ROOM, HALLWAY, AND RESTROOMS 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 SWEEPED. AREAS WHERE FOOD OR BEVERAGE IS SPILLED AND WHERE MUD OR DIRT HAS BEEN TRACKED IN WILL BE MOPPED TO REMOVE SPILLAGE OR DIRT.**
- 4. AFTER FLOORS HAVE BEEN SWEEPED 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 ONE OF THE CREVICES WHERE THE CEMENT BLOCKS ARE JOINED JUST TO THE RIGHT OF THE DOOR. PLEASE KEEP THE DOOR LOCKED WHEN THE ROOM IS NOT BEING USED.**
- 6. ANY DAMAGE DONE TO THE BUILDING AND THE PREMISES MUST BE REPAIRED BEFORE DEPOSIT WILL BE REFUNDED.**