

DINING ON THE GREEN

349 MAIN STREET, PARK FOREST, IL 60466

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Agreement made on this _____ day of _____, 20____, by and between Dining on the Green/Village of Park Forest and _____ (Host) and _____ (Co-Host). Host(s) agrees to rent Dining on the Green and the Village of Park Forest agrees to grant access to the venue located at 349 Main Street, Park Forest, IL 60466 with the following terms and conditions.

Host: _____
Company: _____
Title: _____
Host Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Co-Host: _____
Company: _____
Title: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Type of Event: _____

Date of Event: _____

*Hours of Event: _____

Attendance Expected: _____

Set-up starting at: _____

Event starting at: _____

Event ending at: _____

Clean-up ending at: _____

*Total Hours: _____

Alcohol: Yes <input type="radio"/>	No <input type="radio"/>
COI <input type="radio"/>	Permit <input type="radio"/>
Caterer: _____	
(Verified by DTPF Mgmt. Office <input type="radio"/>)	

Host must have a functional personal cell phone at the time of event in case of an emergency as a land line is not present at Dining on the Green. Please initial signifying your understanding. _____

*NOTE: rental time is based on four (4) hours, which is inclusive of load-in/set-up and load-out/tear-down. Additional time, if required, is subject to additional fees. It is understood that your event may be shorter than 4 hours. Please see brochure for shorter rental periods.

Please read the following material to ensure all parties understand the requirements of maintaining a safe and reusable space upon host's departure.

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CONDITIONS AND RESPONSIBILITIES OF RENTER

DEPOSIT/RENTAL FEES:

A signed contract, \$100.00 non-refundable date-hold fee (per each rental period up to 8 hours) and valid credit card must be submitted to reserve your special event. **THE DATE HOLD FEE IS NON-REFUNDABLE AND WILL NOT BE APPLIED TO YOUR RENTAL BALANCE.** If submitting a contract electronically, all original documentation is required within 7 business days via mail or in person delivery.

- The following fees are due sixty (60) days prior to your event.
 - All Rental Fees
 - \$5 Temporary Alcohol Permit Application fee. (A Copy of the applicant's valid driver's license is required).
 - \$35 per hour security fee
 - Special Event/or Host Liquor Liability insurance (Credit card on file may be charged)

➤ **No terms are implied or granted. NO EVENT WILL BE ALLOWED TO COMMENCE UNTIL FULL PAYMENT AND REQUIRED DOCUMENTS ARE RECEIVED.**

Payments must be made to VILLAGE OF PARK FOREST. Cash, cashier's check and major credit cards are accepted. A credit card authorization form is located on the last page of this contract.

No incidental fees (including by not limited to \$100.00 date-hold fee, rental fees, security fees, temporary liquor permit, special event insurance) will be refunded if host cancels 45 days prior to his/her event. Hosts cancelling 46 days or more leading up to his/her event will only be refunded rental fees (not security, permit, insurance, or date-hold fees). Short notice cancellations cause the loss of additional bookings. Additional scheduling fees necessary to produce your event may not be refunded, or may not be refunded in full if costs have been incurred toward that obligation.

GUEST COUNT

Final guest count must be submitted in writing at least ten (10) days prior to your event.

Capacity

- Up to 230 guests, using the dance floor as seating space
- Up to 170 guests, keeping the dance floor open for entertainment

INSURANCE:

Special Event Liability Insurance is **REQUIRED** of all renters and is due when the completed contract is submitted. This insurance may be purchased through the host's own insurance company or Dining on the Green can acquire the insurance through a third party agent. The insurance must, at renter's sole expense, provide public liability and personal property damage insurance, insuring DINING ON THE GREEN and VILLAGE OF PARK FOREST employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss

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arising from renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$1 million, and general aggregate liability of not less than \$2 million. VILLAGE OF PARK FOREST shall be named as additional insured of said policy.

If *alcohol is to be served, make sure that the policy includes* **HOST LIQUOR LIABILITY** coverage to protect you against alcohol-related accidents, as you are ultimately liable for the safety of your guests. Established catering services may use their license and insurance to cover this – A copy of the Certificate of Insurance MUST be provided and MUST INCLUDE the required liability limitations.

Any/all Park Forest caterers and/or outside vendors, companies, and/or institutions MUST provide a copy of their Certificate of Insurance and Catering License to DINING ON THE GREEN, naming the DINING ON THE GREEN/ VILLAGE OF PARK FOREST as stated, and will be delivered at least one month (or 30 days) prior to the event. A sample copy (with correct verbiage) of the Certificate of Insurance is attached.

LOAD-IN/LOAD-OUT AND STORAGE

All load-ins and load-outs must take place within the designated timeframe given by DINING ON THE GREEN. If there is an event prior to yours, a timed delivery will be required. DINING ON THE GREEN is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the Host or Host's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by Rental Company, Host, or Host's representative.

**** Storage is NOT available ****

Any items left after the event will be disposed of by the staff of Dining on the Green.

LOST AND FOUND:

Dining on the Green takes no responsibility for personal possessions left on premises during or after an event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

SMOKE-FREE FACILITY:

Dining on the Green is a smoke-free facility. Although the building is equipped with fire sprinklers, the Venue is located in a potentially flammable historic building. No open flame, frying or any cooking that will create excessive smoke is allowed.

Smoking is not permitted within 25 feet of the entrance. No smoking in any restroom or hallway. If smoking materials are discarded in planters, sidewalks or grounds, a cleanup charge will be imposed. Any guests violating the smoking restrictions will be asked to leave the premises by the event staff or Park Forest Police Department.

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CATERING, CLEANING, TRASH AND EQUIPMENT REMOVAL:

Dining on the Green will be presented in clean condition prior to your event. You are required to return the space in the same clean condition as it was found unless payment for clean-up was made. All trash must be collected, properly bagged and removed by the host or the caterer. All catering equipment must be removed by host or caterer upon host's departure. All furniture must be returned to its original position. Please refer to check lists posted in the Dining on the Green event supply cabinet. A final walk-through with a member of our event staff is mandatory at the close of your event.

Failure to remove or clean will result in an additional fee of **\$250** to host and will be charged to the host's credit card on file. DINING ON THE GREEN and VILLAGE OF PARK FOREST encourage those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions. DINING ON THE GREEN proudly commits to as close to zero waste events as possible.

CATERING STANDARDS

It is **REQUIRED** that a caterer from our DINING ON THE GREEN recommended caterers list be used for your event. Our required caterers have experience working at DINING ON THE GREEN and are familiar with our regulations, policies, and procedures. **Use of non-listed caterers, is PROHIBITED.** Proof of Park Forest Caterer must be submitted to Dining on the Green staff 45 days prior to event. The Village of Park Forest is authorized to receive a copy of the catering contract if an unapproved vendor is suspected.

All caterers working at DINING ON THE GREEN are required to have a valid certificate of insurance, basset certificate, sanitation/serve-safe certificate on file with us.

DINING ON THE GREEN does not provide a public kitchen. Dishes, glassware, linens, pots, pans and utensils must be provided by event host and/or caterer.

SITE DECORATION:

Dining on the Green wants to make every event here a special experience. Every effort will be made to allow hosts to prepare decorations reflecting their creative preference. You are allowed to move the furnishings (tables and chairs) for your event. When moving any furnishings, you must pick them up and carry the items to the designated areas. No dragging the chairs or the tables as it damages the carpet and the furniture itself. We ask that only the staff of Dining on the Green assist with moving any artwork, lighting, or antiques. No nails, screws, staples or penetrating items should be used on our walls, brick or fine wood. No tape or gummed backing materials is allowed on the columns or painted areas – Mirrors only. All tape and gummed materials must be properly removed and in an extreme case of any wall damage, the card on file will be charged. **All furnishings, including tables and chairs, must be returned to its original position after your event.** Dining on the Green will be provided in clean condition and the space should be returned in a clean condition immediately following your event. If the venue is not returned to the condition it was prior to your event, your credit card may be charged an additional **\$250** for cleanup fees.

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The Following items are **NOT ALLOWED** in Dining on the Green.

- Candles/ wax
- Glue/ hot glue guns
- Popcorn
- Confetti/Glitter (including balloons filled with glitter/confetti)

If the above items are found in the rental space after your event, your credit card will be charged an additional **\$250** cleanup fee.

LIVE MUSIC/DJs/NOISE

DINING ON THE GREEN encourages music and lots of dancing! Please be mindful that the premises is located near residential units and neighborhood noise regulations do apply. If the renter's event creates a disturbance due to high noise volume, DINING ON THE GREEN's onsite manager has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances continue, DINING ON THE GREEN and VILLAGE OF PARK FOREST have the authority to terminate the event. In the event that a host's event is terminated, no portion of the event costs will be refunded to renter.

Loud music must end by 10 p.m. during weeknights (Monday thru Thursday and Sunday) and by midnight on weekends (Friday and Saturday).

Note: Article 29: Regulation of Noise

1. No person shall produce or allow to be produced by any machine, or device, music or entertainment or any combination of same, on residential property over which the person has ownership or control, a noise level more than five dB above the ambient at any point outside of the property plane.
2. No person shall produce or allow to be produced by any machine, or device, music or entertainment or any combination of same, on multi-unit residential property over which the person has ownership or control, a noise level more than five dB above the local ambient three feet from any wall, floor, or ceiling inside any dwelling unit on the same property, when the windows and doors of the dwelling unit are closed, except within the dwelling unit in which the noise source or sources may be located.

CITY, COUNTY, STATE AND FEDERAL LAWS:

Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS. Host shall not sell alcohol on premises at any time. Host may not serve alcohol to minors on the premises at any time. Host agrees to ensure alcoholic beverages are consumed in a responsible manner. Dining On The Green reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of Dining On The Green or the safety of its staff, guests, or building contents.

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LIABILITY:

Renter agrees to indemnify, defend, and hold DINING ON THE GREEN and VILLAGE OF PARK FOREST, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at DINING ON THE GREEN and VILLAGE OF PARK FOREST.

In the event DINING ON THE GREEN and VILLAGE OF PARK FOREST, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay DINING ON THE GREEN and VILLAGE OF PARK FOREST, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by DINING ON THE GREEN and VILLAGE OF PARK FOREST, including all collection expenses and interest due.

CONDUCT:

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and is cause for immediate expulsion. Host and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Dining on the Green staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of rental fee shall be made.

ATTORNEY FEES:

In the event Dining on the Green retains the services of an attorney to represent its interests in regard to the lease or to bring an action for the recovery of damages or other charges, the Host agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.

ENTRY AND EXIT:

Renter acknowledges that DINING ON THE GREEN and VILLAGE OF PARK FOREST staff may enter and exit premises during the course of the event. A representative of DINING ON THE GREEN may be on site during your entire event and will be checking periodically with the responsible parties to ensure everything is running smoothly. We will be available to respond should any issues or questions arise.

ACCEPTANCE

Host/Co-Host has read and acknowledges this agreement in its entirety.

Host Signature

Co-Host Signature

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DON'T.....

- _____ 1. Don't enter the facility prior to the time scheduled on your contract.
- _____ 2. Don't unplug or remove the table lamps.
- _____ 3. Don't unplug or change the timers on the lights/lamps.
- _____ 4. Don't remove any of the Village's decorations (including flowers, wreaths, potted plants/trees, ribbons, benches, tables, lamps, etc.).
- _____ 5. Don't decorate the green duct work.
- _____ 6. Don't decorate the trellis above the bar.
- _____ 7. Don't stand on the bar.
- _____ 8. Don't decorate the chandeliers.
- _____ 9. Don't use fire burning candles, glitter, glue, or confetti for your decorations.
- _____ 10. Don't put table coverings on any of the Village's decorative tables.
- _____ 11. Don't pull the blinds up.

DO.....

- _____ 1. Do PICK UP the key FRIDAY (before your event) by 1:00pm.
- _____ 2. Do **LIFT** the round tables when moving them – Rolling the tables damages the outer trim.
- _____ 3. Do decorate the round and/or rectangle tables.
- _____ 4. Do use balloon arches, pipe and drape, cut-outs, etc.
- _____ 5. Do use a registered Park Forest Caterer.
- _____ 6. Do use the ice bins behind the bar.
- _____ 7. Do use the bar to serve your guests.
- _____ 8. Do open the blinds.
- _____ 9. Do pick up and take your trash out.
- _____ 10. Do clean up any spills.
- _____ 11. Do put everything back as you found it.
- _____ 12. Do report any damages immediately to the Downtown Property Management Office.
- _____ 13. Do exit on time.
- _____ 14. Do have a good time.
- _____ 15. Do RETURN the key Monday by NOON.

By initialing each item, I have indicated that I have read, understand, and accept all responsibility for leaving Dining on the Green clean, free of damage and placed as it was prior to the event. (Return with Contract)

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KEY DEPOSIT ACKNOWLEDGEMENT

Please read this form carefully, complete the sections below, and sign to confirm your acceptance to the terms within.

Host: _____

Co-Host: _____

Company: _____

Company: _____

Title: _____

Title: _____

Host Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Date of Event: _____

Key # _____

Key Pick Up Date: _____

Key Return Date: _____

The Key Deposit Acknowledgement Form hereby states:

The host/co-host has received a key for Dining on the Green for the above mentioned date of use in exchange for a valid credit card on file.

The Village of Park Forest has received a valid credit card in exchange for the above mentioned date of use for Dining on the Green.

I acknowledge receipt of the Dining on the Green key and promise to return it promptly when our event has ended or have been expressly asked to do so. I understand I will be charged \$250 if I do not return the key to the Village of Park Forest – Downtown Property Management Office.

I FURTHER AGREE & ACCEPT THE FOLLOWING:

- I accept I am not allowed to write the venue's address on the key or on the key ring holding the key (or any item near which the key will be kept) for security reasons.
- I accept I am not allowed to share or give this key to any individual not listed on this contract.
- I accept failure to return the key WILL RESULT IN A \$250 KEY CHARGE
- I accept failure to return the key (or loss of the key) will make me personally liable for the cost of replacement keys and locks.

Host Signature

Co-Host Signature

Date

Date

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CREDIT CARD PAYMENT AUTHORIZATION FORM

DINING ON THE GREEN requires a credit card to be on file during the entirety of your event.

Please complete and sign this form authorizing DINING ON THE GREEN (VILLAGE OF PARK FOREST) to charge the credit card listed below. Once complete, please email to DOTGreservations@VOPF.COM or fax to 708.503.9417.

By signing this form you give DINING ON THE GREEN (VILLAGE OF PARK FOREST) permission to debit your account as indicated below. This permission does provide authorization to charge the card on file for any balances due 59 days prior to the event if we have not heard from the host on making the final payment. This permission does not provide authorization to charge the card on file for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize DINING ON THE GREEN (VILLAGE OF PARK FOREST) to immediately charge my credit card a date-hold fee of \$100.00. This permission does provide authorization to charge the card on file for any balances due 59 days prior to the event if we have not heard from the host on making the final payment. **Note:** Date-hold fees in the amount of \$100.00 are non-refundable. This form includes Verbal authorization.

Note that any space rental fee balances will also be charged to this card fifty-nine (59) days prior to your event. The following additional charges may be applied to your card:

- \$250.00 if key is not returned immediately after event
- \$250.00 cleaning fee if facility/furniture is damaged or unclean after event
- Additional rental fees if host exceeds time as listed on contract.

Please note that if you choose to use an alternative form of payment, payment due dates remain the same. If the alternative method of payment has not been received by the due date the credit card on file will be charged.

Account Type: Visa MasterCard AmEx Discover

Cardholder Name _____

Account Number _____

Expiration Date _____(DD/YY) CVV2 Number _____(3 digit number on back of Visa/MasterCard or 4 digits on front of AmEx)

Billing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

SIGNATURE _____ DATE _____.

I authorize DINING ON THE GREEN (VILLAGE OF PARK FOREST) to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above and includes verbal authorization. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.