



**Frankfort Township Event Centre
Rental Agreement**

Event Centre: By Appointment Only
 20701 Landings Pointe
 Frankfort, IL 60423
 Main Office: No Appointment Needed
 M-F 8am-4pm
 11000 W. Lincoln Hwy
 Frankfort, IL 60423
 (815) 469-4907
 FrankfortTownship.com

Revised 10/2022

Applicant Name: _____ Phone: _____

Address (street, city, state, zip code):

Email Address: _____

Event Date: _____ Type of Event: _____

Event Start Time: _____ Event End Time: _____ No. of Guests: _____ Option: _____

Dates and Hours of Rental
Saturday-Sunday 9:00am-12:00am
Monday-Friday rentals are not available

6 hour time slot includes set up, event, and clean up. Extra time is not allowed.

RENTAL FEE SCHEDULE

| Event Centre Upper Level and Balcony | | |
|---|--|--------------|
| | Indoor: Tables & Chairs Occupancy: 56 & 82 | |
| | Indoor: Chairs Only Occupancy: 100 & 144 | |
| | Saturday - Sunday | |
| 6 Hours | \$700.00 | Event Rate |
| 6 Hours | \$900.00 | Wedding Rate |
| Event Centre Lower Level and Outdoor Patio | | |
| | Indoor: Tables & Chairs/Chairs Only Occupancy: 50 | |
| | Outdoor: Tables & Chairs Occupancy: 200 | |
| | Saturday - Sunday | |
| 6 Hours | \$600.00 | Event Rate |
| 6 Hours | \$800.00 | Wedding Rate |
| Event Centre and Outdoor Venue | | |
| | Indoor: Tables & Chairs Occupancy: 188 | |
| | Outdoor: Table & Chairs Occupancy: 200 | |
| | Saturday - Sunday | |
| 6 Hours | \$1,000.00 | Event Rate |
| 6 Hours | \$1,500.00 | Wedding Rate |

Security deposit and completed application required for reservation.
All rental payments must be made minimum of 30 days before Event date.

Deposit Amount Due: **\$200.00**

Rental Fee Amount Due: _____

Cleaning Fee Amount Due: **\$100.00**

Total Amount Due: _____

Payments Paid in Full: _____

Deposit Received: _____ Date: _____ Check Card Cash

Cleaning Received: _____ Date: _____ Check Card Cash

Balance Received: _____ Date: _____ Check Card Cash

Balance Received: _____ Date: _____ Check Card Cash

Balance Received: _____ Date: _____ Check Card Cash

1. DEFINITIONS:

As used throughout this Usage/Rental Agreement (“Rental Agreement”), the following terms shall have the following meaning:

- a. “Event” shall mean the purpose/occasion for which the Rental Agreement is made.
- b. “Facility” shall mean the Facility at which the Event will be conducted which is identified above (provided further that for purposes of paragraphs 3, 6 and 7 of this Rental Agreement, “Facility” shall include parking and common areas within Frankfort Township’s property at which the Facility is located).
- c. “User/Renter” shall mean any organization or group occupying the Facility and shall include the person signing this Rental Agreement on behalf of such User/Renter (“Renter”).
- d. ”Township” shall mean Frankfort Township.

2. RENTAL:

The Township agrees to rent to User/Renter the Facility, on the terms and conditions set forth in this Rental Agreement, for the Event as heretofore described on the Event Date set forth above and for no other purpose or on no other date.

3. SECURITY DEPOSIT:

A refundable security deposit (“Deposit”) of \$200.00 is required for use of the Facility. The Deposit is to be paid in full at the time reservation is made. Reservation is not confirmed until the Deposit has been received by Township. **Please note that the full \$200.00 deposit will be deposited by Frankfort Township at the time of reservation, Frankfort Township does not hold deposits of any kind.** All rental payments must be paid to the Township a minimum of (30) days before Event date. Scheduling will be on a first come, first serve basis. The Deposit will be refunded within (30) business days following the expiration of the Event Date, provided User/Renter is not in default under the terms of this Rental Agreement. If the Facility, including but not limited to the common areas and parking facilities, are in need of repair or cleaning as a result of User/Renter’s use of the Facility, the Deposit may be used by Township to perform such repairs or cleaning. If the costs of said repairs or cleaning exceed the amount of the Deposit, User/Renter shall be responsible for the actual cost to perform such repairs and cleaning and shall pay Township said amount within thirty (30) days following the date on which User/Renter receives the invoice for such costs. In the Event that User/Renter fails to timely pay said invoice, User/Renter shall also be responsible for all

reasonable attorney fees and court costs incurred by Township to enforce the provisions of this paragraph.

If the Event exceeds the time paid for previously stated on page 1 of this application, then the Renter will be charged additional hours deducted from the security deposit.

4. **CANCELLATION:**

In the Event the Facility is required for any Township activity, program, and/or service or is needed by the Township or another unit of government for emergency services or due to inclement weather which poses or may pose a safety threat, the Township may cancel this Rental Agreement and the User/Renter's use of the Facility, in which case the sole and exclusive remedy to User/Renter and its officers, officials, members, employees, agents, guests, invitees and customers shall be a refund of the Deposit and any other amounts paid to Township hereunder.

User/Renter may cancel this Rental Agreement thirty (30) days after reservation and receive a refund of the Deposit and any other amounts paid to Township hereunder. A \$50.00 cancellation fee will be applied to all cancellations. Cancelling this Rental Agreement after thirty (30) days of reservation User/Renter shall forfeit the Deposit and all other amounts paid hereunder.

5. **MAXIMUM SEATING CAPACITY**

The number of persons permitted in Facility shall not exceed the lesser of the maximum number established by the Frankfort Fire Protection District or the maximum number established by the Township Board. It is the User/Renters' obligations to request this information at the time of signing this Rental Agreement. Township shall have the right to immediately terminate any Event which is in violation of this paragraph.

The Township shall have the right to restrict the occupancy capacity and activities on any outside patio or deck at the Facility.

6. **AGE REQUIREMENT:**

All organizations of persons under the age of eighteen (18) must also include an adult chaperone who must be present at all times during the Event and who shall be responsible for the organization's activities. User/Renter shall insure that an adequate ratio of adult supervision to children is maintained during all Events, provided, however, there shall be at least one adult chaperone at the Event. User/Renter shall be required to furnish to the Township the name and address of all chaperones. Minor children shall be permitted to attend an Event provided minor children must be fully supervised by an adult person. No minor shall be left unattended by an adult at any time while using the Facility.

7. **CONDUCT:**

At all times, each person at the Facility shall conduct himself or herself in an orderly manner, in accordance with all applicable laws, local ordinance and regulations, and in accordance with the rules set forth in this Rental Agreement or otherwise posted in the Facility by the Township. Running, horseplay or shouting in the Facility is prohibited. Should the police need to be contacted as a result of the conduct of any organizer, guest, invitee or any other person attending the Event, Township may terminate the Event immediately and, in such Event, User/Renter shall have no right to a return of the Deposit or any other amounts paid to Township. The Township reserves the right to reject any person or persons from the Facility in the Event such person fails to conduct himself or herself in an orderly manner, in accordance with all applicable laws, local ordinance and regulation, or in accordance with the one or more of the Rules herein and further shall be cause for the Township or

responding Law Enforcement Authority, or its designee, to cancel the function and to dismiss the attendees or an attendee in violation of the terms of this Agreement or the rules adopted by the Township. The Township may deny future rights to use the Facility to any attendee and/or Licensee involved in the prohibited conduct, after providing opportunity for such person(s) to appear before the Township to be heard.

The Township shall have the right to require and assign security at all time during the Event in such numbers as the Township determines to be appropriate based upon the size and nature of the Event. The cost of such security shall be paid by User/Renter in advance of the Event.

8. **PROHIBITED CONDUCT:**

- a. No hazardous materials shall be allowed in the Facility.
- b. **Smoking is only permitted in the designated areas, within 15 feet away from the building: The south side of the parking lot and the south end of the downstairs, outside patio. There is no smoking allowed indoors or on the balcony.**
- c. No admission charges shall be charged by User/Renter in connection with the Event.
- d. No animals or pets shall be permitted in the Facility (excluding service dogs).
- e. No solicitations shall take place at the Event without the prior approval of Township.
- f. No person shall throw rice, confetti, silly sting, or other object or substances, including bubbles, water balloons, in or around the Facility. **Bounce houses are prohibited indoors.**
- g. No votive lights, candles or open flames shall be allowed in the Facility.
- h. User/Renter and attendees may not use other rooms in the Facility or other areas on the Township's property without prior written permission or reservation from the Township.
- i. User/Renter shall not adjust meters or thermostats. User/Renter must ask the custodian or staff member on duty any questions regarding problems concerning heat, light, sound, etc.
- j. **Music entertainment is permitted indoors and outside, however all music is to be off and done no later than an hour before the end of rental.**
- k. No vehicles may permanently be parked in NO PARKING zones at the Facility. Temporary loading and unloading is permitted, but vehicles then have to be relocated to a designated parking spot. Vehicles left in NO PARKING zones will be ticketed and towed.

9. **DECORATING AND SET-UP:**

Decorations shall be free standing. **No taping, nailing, stapling or tacking of décor to walls, ceilings or fixtures, no exceptions.** If décor is taped to windows, windows must be free of all tape marks and cleaned at end of the Event. All decorations shall be removed by User/Renter at the conclusion of the Event.

Any items selected for outdoor use, patio and balcony, will be placed by those exits. Renter is responsible for placement and return of tables and chairs.

See page 8 for table and chair supplies.

10. **TECHNOLOGY:**

If your Event is going to use the TV's provided:

- 2 TV's located in room A
- 1 TV located in room B
- NOTE: There are no TV's located in lower level rooms

Renter must supply a laptop with any accessory cords needed. HDMI cords are provided 1 per TV and may not be removed from TV's for any reason. Phones, iPads and other electronic devices are not applicable with TV/HDMI use. Any use of TV's must be handled by the attendant present. Any other electronic devices needed for the Event will be provided by Renter.

11. **CATERING AND OUTDOOR COOKING:**

All caterers shall be approved by the Township to insure that the caterers are familiar with the policies and procedures of the Township with respect to the use of the Facility. The User/Renter and the Caterer shall be responsible for cleaning all areas used for food preparation, food service and food service cleanup.

Grilling, frying, broiling, roasting or any other method of cooking food indoors is strictly prohibited. Outdoor cooking and grilling shall be prohibited unless performed by a commercial caterer approved by the Township. The location of all outdoor cooking and grilling areas shall be designated and approved by the Township. Coals must be disposed of in a manner approved by the Township.

12. **ALCOHOL:**

Will Liquor be served at your Event? Yes No

The Township has the right to deny the service or use of alcohol at any Event based upon the nature of the Event. The sale of alcohol (including but not limited to alcoholic beverages) at the Facility is prohibited. If the Renter has indicated pursuant to this Agreement that alcohol will not be served during the rental use of the Facility, no alcohol shall be present at any time during the function. If people attending the function bring their own alcohol, the User/Renter shall be responsible for advising those individuals to immediately leave the Facility. If the User/Renter has indicated above that alcohol will be served during the Event, the Renter represents and warrants, that he/she has obtained the host liability insurance coverage as required by this Agreement. User/Renter shall be responsible for monitoring alcohol use of those people attending the function and will act responsibly in monitoring that use. No one attending any function shall be allowed to leave the Facility with any container of alcohol, open or closed, of any kind (other than the individual(s) responsible for bringing and removing the alcohol to the function).

If alcohol is going to be served at the Event, the alcohol must be provided free of charge. Evidence of Host Liquor Liability Insurance coverage or Special Event Liability Insurance in the form of a certificate of insurance, along with a copy of such policy of insurance, must be provided naming Frankfort Township as an additional insured with policy limits of not less than **\$1,000,000** per single occurrence. Insurance must be in the name of the User/Renter or the Renter renting the Facility. In addition, if a commercial caterer is serving alcohol at the Event, the caterer shall be required to provide dram shop insurance to the maximum coverage limit allowed by law and Frankfort Township shall be provided a certificate of insurance, along with a copy of such policy of insurance, naming Frankfort Township as an additional insured

Liquor Insurance is required 30 days prior to Event. Special Event Liability insurance may be acquired by visiting Frankfort Township website. Please contact the Township office for information regarding this.

If the Event did not acquire a Liquor Liability Insurance coverage prior to the Event and there is alcohol present on the property the day of the Event, the Event will be shut down immediately and no refunds will be granted of the rental fee or deposit fee.

13. **CLEAN-UP:**

User/Renter shall immediately after the Event clean the Facility so that it is returned to the condition it was in prior to the Event, including but not limited to:

- a. **Remove all decorations and personal items**
- b. **Clean up any major spills on the floor**
- c. **All trash must be bagged and taken to the dumpster.**

- d. **All tables and chairs from outside must be brought back inside the building.**

Clean-up must begin no later than one hour prior to end of timeslot.

User/Renter shall be responsible for any additional charges for cleaning other than routine cleaning.

14. **LEFT BEHIND ITEMS:**

Township will not be responsible for any personal items left at the Facility at the conclusion of the Event. Any items which remain unclaimed for 48 hours after the conclusion of the Event will be disposed of and Township will have no liability therefore.

15. **INDEMNIFICATION:**

Renter/User shall indemnify, defend and hold Township, its elected officials, officers, employees, volunteers and agents, harmless of and from any cost, claims, demands, liability, suits, damages or judgments (including but not limited to reasonable attorney's fees and costs) which arise out of or are related User/Renter's use of the Facility or to any activity of User/Renter (including, but not limited to any invitees, guests or other attending the Event) at, during or in connection with the use of the Facility or User/Renter's or Renter's breach of the obligations of this Rental Agreement.

Renter shall be fully responsible for any death, personal injury or property loss or damage occurring during or resulting from Renter's use of the Facility. The Renter agrees to fully indemnify and hold harmless the Township, its elected officials, officers, employees, volunteers and agents from any claim, demand, cause of action or suite (including attorney's fees and all costs of investigation and defense) in any way resulting from or occurring during User/Renter's use of the Facility, including all adjacent parking or other Township property. Every User/Renter using the Facilities for a commercial purpose (excluding Renter's personal use for an occasion such as a wedding reception, family reunion, etc.) shall obtain, effective from the effective date of this Rental Agreement, and shall keep the insurance required under the terms of this Agreement in force and effect during the term of this Rental Agreement.

16. **MISCELLANEOUS:**

This Rental Agreement is not assignable by User/Renter and any such assignment is void.

17. **REQUIREMENT:**


User/Renter must furnish the following to Township with all of the following prior to use or occupancy of the Facility:


- a. Table and chair set up form must be completed and submitted to the Township at least one week in advance of reservation date.
- b. Pre-paid User fee (if applicable).
- c. Security Deposit
- d. Executed Use Agreement
- e. Evidence of insurance meeting the minimum types and amounts of coverage's set forth in this Rental Agreement unless waived in writing by Township.

Deposit to be refunded to if different from page 1: (Please print neatly)

Name: _____

Address (street, city, state, zip code):

 I have read the above and agree to abide by the provisions of this Rental Agreement and the rules set forth by the Frankfort Township.

 _____
Applicant Signature

Approval

 _____
Date

Date

Please return completed applications to:

Frankfort Township
11000 W. Lincoln Hwy.
Frankfort, IL 60423
Phone: (815) 469-4907

TABLES AND CHAIRS COUNT FOR YOUR EVENT

REQUIRED A MINIMUM OF A WEEK BEFORE EVENT DATE

Please estimate the number of tables and chairs for your Event and list the number of chairs at each table, including how many and what size tables in each room.

Please note the tables and chairs that are requested will be placed accordingly, small rearrangements to tables and chairs may be required by Renter. **Any items selected for outdoor use, patio and balcony, will be placed by those exits. Renter is responsible for placement and return of tables and chairs.**

- 30 PUB TABLES
- 20 = 6' ROUND TABLES (72") - 10 or 8 chairs
- 10 = 5' ROUND TABLES (60") - 8 or 6 chairs
- 10 = 4' ROUND TABLES (48") - 6 or 4 chairs
- 8 = 8' LONG TABLES

Upper level

Room A (with kitchen attached – occupancy 82)

Room B (entry room – occupancy 56)

Balcony (only pub tables are allowed on balcony)

Hallway

Lower level

Room C (occupancy 50)

Hallway

Concrete patio

Grass (only pub tables are allowed on grass)
