



**Richton
Park**
Your home.

Facility Rental

AGREEMENT TERMS & CONDITIONS

Richton Park Community Services - Richton Park Community Center

Rental Conditions

I understand that all deposits are required to be paid at the time of reservation. We do not reserve dates until the deposit is secured. Payments may be made by cash, personal checks, cashier's checks, credit card or money order.

All fees will be deposited at the time of reservation. Rental fee must be paid in full 2 weeks prior to event, the Village of Richton Park reserves the right to cancel the scheduled event if payment is not made in full 2 weeks prior to the event.

I understand and assume full responsibility for any damages to the facility and/or equipment in the facility during the hours of my scheduled event. I further understand that in the event damages do occur and said damages exceed the amount of deposit for replacement, I will be required to reimburse the Village of Richton Park within three business days after being presented with an itemized invoice for said damages.

I understand that the facility closes at 9:00 P.M and must be vacated no later than 9:30 P.M.

I further understand that my failure to end the scheduled activity at the designed time will result in loss of entire security deposit.

I understand that all renters/occupants property must be removed from the facility at the time the facility is vacated. I understand that under no condition are FOG machines allowed. I further understand that no objects are to be hung from the ceilings, nothing taped to the walls and that the throwing of rice, bird seed or any foreign objects within the facility is strictly prohibited. I understand that the facility is a no smoking facility.

I understand the kitchen is a "warming kitchen" only. There is no use of the burners or dishwasher. All food can only be brought to the facility the day of the rental. No storing of food in the kitchen prior the event. Also, Utensils food/serving and paper goods are supplied by the renter for their event.

I understand that the Village of Richton Park Police Department has the authority to terminate the event should said event become unruly or if rules are not being followed.

CANCELLATION: Village of Richton Park reserves the right to cancel usage of the facility if, in the sole discretion of the Village through the Office of the Village Administrator, the facility is needed for municipal purposes or in the event of a natural or manmade disaster. The Village, upon cancellation, will return all deposits and fees.

No alcoholic beverages are sold.

PARKING: I understand that additional parking for my guests is available in the South rear of the building. NO PARKING IN SAUK TRAIL BAPTIST CHURCH lot, east of the community center. Cars will be towed.

Noise Conditions

I understand no live bands allowed, and all music is to be played from stereo provided by the facility, which is equipped with IPOD/CD capability. Also, no speakers will be situated in a manner that projects the sound outside of the facility. I further agree to abide by the Village of Richton Park Noise Ordinance.

Deposits and Forfeitures

Event Cancellations.

100% of the deposits and fees will be forfeited in cancellation if the event is made 0 to 14 days prior to the event.

Deposit Forfeitures

Security deposits will be refunded in full ten business days under the following conditions:

No damages are sustained to the facility or to any property within the facility belonging to the Richton Park Community Center.

Renter/Occupant did not exceed time specified for event.

All decorations, objects and property not belonging to the Richton Park Community Center are removed from the facility.

All floors are swept including rented rooms and hallway, all trash is secured to the provided trash cans and the entire facility (rented space) including bathrooms and kitchen are returned to a clean and rentable condition (same or better condition, as when the rental started).

(The renter is required to clean-up before they leave)

Deposit Refunds

All deposits will be returned within 7-10 days of rental event, based on same or better conditions as when the rental started.

Waiver of Liability

I understand the Village of Richton Park is not responsible for the loss or damages of any equipment, supplies or property belonging to the Renter/Occupant or attendees

To the fullest extent permitted by law, the Renter/Occupant shall indemnify the hold harmless the Village of Richton Park from and against any claims, damages, losses, or expenses, including but not limited to attorney fees, which arise out of or in any way relate to, any and all personal injury, death and/or property damage in connection with their use of the Richton Park Community Center. This includes any act or omission by the Village or any of the Village representatives, and employees, Village of Richton Park does not discriminate based on race, age, religion or gender. The Richton Park Community Center facilities are in compliance and are accessible to handicapped individuals.

Acknowledgement

Applicant represents and certifies that:

All information provided in this application is true and correct. Misrepresentation or erroneous information in this application constitutes ground for denial of this and future applications for use of the facility.

Applicant and user will bear all cost for clean up and damages.

The Village of Richton Park shall not be liable for personal injury, loss or damage to property.

I have read the rules and regulations and understand the fee structures. I understand I must be at least 21 yrs of age for this application to be considered.

Applicant Signature

Date

Facility Coordinator

Date

This agreement is not binding of the Village of Richton Park unless the Renter/Occupant has signed it; paid in full all deposits and fees, and signed by Renter as well as Gym Coordinator.

Please remit all fees to Richton Park Community Center and bring direct to our office:

Community Services Department

4445 Sauk Trail

Richton Park, IL 60471

708-753-8800