



villageofhazelcrest.org

Village of Hazel Crest

Terms of Rental

Community & Business Relations
(708) 335-9600, ext. 101
kparker@villageofhazelcrest.com

Request of Ballroom

*A valid driver's license with matching address must be provided to rent Hazel Crest facilities.
You must be 21 to rent. Person renting must be at the rental event from start to finish.*

**Rental Hours: Monday through Thursday 6:00pm-10:00pm; Friday 6:00-11:00pm;
Saturday five-hour rental (earliest entry 10:00am & latest exit 11:00pm); Sunday noon-5:00pm
Room Capacity: 200ppl; Provided: 160 Chairs & 16 Round Tables (6ft diameter)**

1. A staffer will open the door at the **entry time** of your rental. Your approved rental time **must include setup and cleanup**. Guests **MUST VACATE NO LATER THAN** the specified time. If room is not vacated by contract time and/or if additional staff is needed at any time during your rental or if police are called, you will lose the security deposit and pay additional fees, if needed.
2. **A security deposit is required to book rental space. All fees must be paid in full no less than 30 days prior to date of rental.** Request for resident rates require proof of residency. If all fees are not paid within 30 days of rental, the Village of Hazel Crest, hereinafter "the Village," will cancel your rental and fees paid prior to cancellation are non-refundable. If rental is booked within 72 hours of event, **all** fees must be paid by cash at time of application. *Staff will notify you within two weeks after your rental if your security deposit will be returned and arrange for you to pick up the refund check. Security deposits are not mailed.*
3. The security deposit is non-transferable and non-refundable in the case of cancellation (without 72 hours or three business day written notification) or if the facility is not returned to the pre-rental condition.
4. The rental is for the banquet room, bathrooms and kitchen only. Renter may request use of outside terrace space. Offices and other rooms are off limits unless additional fees are paid, and prior arrangements are made with the Village. The Village will supply 16 round tables and 160 chairs. No furnishings shall be removed from the facility.
5. Alcohol is **ONLY** allowed with a licensed bartender; proof of certification required. No alcohol sales (i.e. cash bar) permitted. Alcohol use is restricted to the banquet facility & adjoining outside terrace (not in bathrooms, foyer, halls or parking lot). Renter is responsible for ensuring no underage guest consumes alcohol, as you are ultimately liable for the safety of your guests. Violation of terms will forfeit the deposit and staff will contact the police. Established catering services may use their license and insurance to cover bartending services.
6. Smoking is NOT permitted on village property (inside nor outside on terrace). No open flames or use of hot oil.
7. The renter assumes all risk of loss, damage or injury to persons or property. The Village is thus released from all claims for such loss, damage or injury sustained while using the facility. All users of Village facilities assume the responsibility to leave said property in its original state.
8. Kitchen is *only* for warming & prep. Use of kitchen requires contracting with an approved licensed caterer. Sinks & counters must be properly cleaned; dirty dishes/utensils & catering equipment must not be left. All catering & rental equipment must be removed immediately following your event.
9. All bartenders, caterers, vendors, companies, and/or institutions **MUST** provide a copy of their certification, license & insurance (naming the Village of Hazel Crest as stated), at least one month (30 days) prior to the event.
10. When decorating, **NO** tape/tacks/nails on floors or walls. **NO** use of candles/confetti/glitter/glue/hot glue guns/wax. All decorations, including balloons, must be removed. Furnishings must be returned to proper places and all garbage, must be bagged for disposal. *Tablecloths available for an additional charge.*
11. **All items on the cleaning checklist must be completed or automatically forfeit your deposit.** A facility inspection sheet must be completed by the applicant after the rental to receive entire security deposit. The Village will assess cleaning fees if facility is not left in original condition.
12. The Village may require the use of approved security. The cost of such security officers will be borne by the renter on a per hour, per officer basis. Security officer fees must be paid directly to the officer(s).
13. The renter is responsible for the conduct of all guests. The renter and/or guests will be held financially liable for any resulting damage to Village property. The Village is not responsible for items left in the building.
14. Rental for youth activities/events require one adult (age 21+ years) for every 15 minors (age 18 and younger).

- 15. Any damage to floors will result in forfeiting security deposit. *No scratching/staining/dragging heavy items.*
- 16. All load-ins and load-outs must take place within the designated timeframe given by the Village. If there is an event prior to or after yours, a timed delivery will be required. The Village is not responsible for checking in or handling any items brought into the facility by delivery companies. All external items must be checked in and signed for by the renter (or renter's representative). All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed/disposed of by the delivery company, renter (or their representative).

Waiver, Release of All Claims and Hold Harmless Agreement for The Village of Hazel Crest:

As a renter, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of any injuries, including death, damages or loss which I may sustain as a result of participating, in any manner, in any/all activities connected with or associated with such program.

I recognize and acknowledge that all athletic activities involving strenuous exertion or potential body contact are hazardous recreational activities and involve substantial risks of injury.

I agree to waive and relinquish any and all claims I may have as a result of participating in a rental against the Village of Hazel Crest, any and all other participating or cooperating governmental units, any and all independent contractors, officers, agents, servants and employees of the governmental bodies and independents contractors, and any and all other persons and entities (hereafter referred to as "released parties") that might be directly or indirectly liable for any injuries, including death, damages and losses sustained by anyone, and arising out of connected with or in any way associated with my conduct and the activities of the program, that I might sustain while participating with the rental.

I further understand and agree that the terms such as "participation," "program" and "activities," referred to in this agreement, include all exercises and physical movements of any nature while I am in/on Village property, and further include the provision of or failure to provide proper instructions or supervision, the use and adjustment of any and all machinery, equipment and apparatus, and anything related to my use of the services, facilities or premises involved with the rental. I agree with all conditions listed on the rental contract.

I agree that the event may be photographed and videotaped for publicity used by the Village of Hazel Crest. I understand the nature of the rental and rules listed for which I am registering and have read and fully understand this Waiver, Release of All Claims and Hold Harmless Agreement listed here. I also agree to the policy and terms of the Village of Hazel Crest as listed in this contract. I have read, fully understand, and agree to abide by the rules, regulations, and restrictions governing the use of this facility as listed on this form and agree to be responsible for any damage to village property and for the strict observance of rules and regulations of the Village of Hazel Crest.

Requested Rental Date _____ Activity/Event Type _____

Signature _____ Date _____