



In case of emergency Please Contact:

Empty box for emergency contact information.

Batavia Park District Facility Rental Contract

Renter _____ Rental Date _____
Contact Person _____ Event Type _____
Address _____ Size of Group _____
City/State/Zip _____ Fee \$ _____
Home Phone _____ Deposit \$ _____
Alternate Phone _____ State ID # (For Non-Profit) _____
Email _____
Drivers License _____

• A copy of Drivers License should be attached to Rental Contract

Facility Requested For Rental

EASTSIDE COMMUNITY CENTER

- ____ Shannon Hall
- ____ J. Murphy Gym
- ____ Classroom 4

CIVIC CENTER

- ____ Bartholomew Room
- ____ Gym West
- ____ Conference Room
- ____ Lower Level

ALTERNATIVE SITES

- ____ Peg Bond Center
- ____ Boat Club

ALL FACILITY RENTAL TIMES: SUNDAY - THURSDAY TILL 10PM FRIDAY - SATURDAY TILL 1 AM

Rental Time (Please be sure to include set up and take down in rental time):

Setup Starts _____ Event Duration _____ Takedown ends _____

DJ Yes No Name _____ Caterer Yes No Name _____

Pool Table, Ping Pong (\$100 extra) Yes No

Cleaning Contract *Additional form outlining responsibilities must be signed Yes No

Dram Shop Insurance *See alcohol/Special Event Insurance Coverage on Back Yes No

Tables Requested: _____ Chairs Requested: _____ Additional Requests: _____

Renters Consent and Signature

I shall indemnify and hold harmless the Batavia Park District from any and all claims, demands, actions, or suits arising out of in connections with rental. I, as the authorized renter, have read, understand and accept all of the information stated on the front and back of this contract, in its entirety, and agree to abide by it.

Renter's Signature _____ Date _____

Office Use Only

Facilities Manager Signature _____ Posted in Rec Trac

Rent Paid \$ _____ Deposit Paid \$ _____ Date _____

Approved By _____

Reservation # _____ Deposit Returned Yes No

Additional Comments _____

Batavia Park District Rental Fees

Rental Packages Available by Request	Hourly Rates		
	Non-Profit	Resident	Non Resident
Eastside Community Center			
Shannon Hall (min 2 hour rental)	\$25	\$50	\$100
J. Murphy Gym	\$25	\$50	\$100
Studio 4	\$15	\$30	\$70
Civic Center			
Bartholomew Room (min 2 hour rental)	\$25	\$50	\$100
Conference room	\$20	\$30	\$70
Gym West	\$20	\$40	\$80
Lower Level	\$20	\$40	\$80
Boat Club	\$20	\$35	\$75
Peg Bond Center	\$25	\$50	\$90

Shannon Hall Weekend Rates:
 Res: \$75 per hour
 NR: \$125 per hour
 Non Profit: \$50 per hour

Package Prices Available

- Fees for all of the above require payment to be made by either cash, check, Visa, MasterCard, Discover, or Cashiers Check with contract only. Checks made payable to **Batavia Park District**, 327 W. Wilson St. Batavia, IL 60510.
- All Rentals require a minimum \$250 or equal the rental fee damage deposit due at signing of contract. This will be issued back to renter if it is determined that building was left as it was upon renter entering.
- Fees are subject to change without public notification.
- A Building Supervisor will be present at most functions at the Eastside Community Center and the Civic Center to ensure a safe environment.
- Rental includes space, chairs and tables only. Other rental needs or requests will be at an additional cost.

Renter Agrees to the Following:

1. Cancellation Policy:

60 days prior to event	Full Refund
59-30 days prior to event	75% Refund
29-14 days prior to event	50% Refund
Less than 14 days	Rental Fee Forfeited
2. All rentals are subject to criminal charges for damages incurred during rental period. Any renter not abiding by Batavia Park District ordinances will be fined or ticketed accordingly by Batavia Police Department or Batavia Fire Department.
3. All or part of the damage deposit shall be forfeited if the renter neglects any of the responsibilities listed on this contract.

Dram Shop Insurance (Alcohol/Special Event Insurance) (Shannon Hall Only)

- Special Event Insurance may be required for specific hazard rentals and for all rentals where alcohol is present.
- Special event/Dram Shop Insurance must be purchased through our Business office by the renter within 14 days of turning in rental contract.

Decoration / Set Up / Take Down

1. Decorations may be attached by string only. No staples, screws, nails or tape of any kind are permitted.
2. Tools needed to decorate will not be provided by the Batavia Park District.
3. Confetti is not permitted.
4. Renter is responsible for own set-up and take down of all tables and chairs used.
5. Wipe off all tables and chairs at conclusion of rental.
6. Remove all decorations immediately.
7. **If Helium Balloons are used as decorations, Fan use is prohibited.**

General Information

1. Renter pays for damages/excessive cleaning for which you or your guests were responsible.
2. Glass bottles or containers are not allowed.
3. Solicitation shall not take place within any of the rooms rented without prior permission from the Park District.
4. Batavia Park District reserves the right to revise any rules in respect to the welfare of the facility.
5. Conduct all activities in a mature, responsible manner.
6. Smoking is not permitted.
7. Renters of the Peg Bond Center and Boat Club are responsible for obtaining, securing and returning keys.
8. Return tables, chairs and any other equipment used to proper storage locations.
9. Clean rented area immediately after use.
10. Turn off lights and bag all garbage. Dispose of Garbage in dumpster or take it with you.
11. Batavia Park District programs and partners have first priority to rental rooms.
12. All rentals will be based upon facility availability.
13. Batavia Park District reserves the right to require a Police Officer on duty.
14. Children under 13 need to be supervised at all times by an adult 18 and above.
15. Alcohol only permitted in Shannon Hall unless prior written consent from Park District Officials.
16. Deposit will be forfeited if Alcohol is seen outside the facility, i.e. parking lot, sidewalk, and hallways.
17. Deposit will be forfeited in a false 911 call, non-emergency fire alarm, or any other action causing the evacuation and the need of emergency personnel to arrive for an unneeded cause.
18. Renter must be present at function at all times, **NO EXCEPTIONS**, or damage deposit will be forfeited.



Batavia Park District Facility Rental Policy

RENTERS NAME: _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

TELEPHONE -DAYTIME: _____ EVENING: _____

NAME OF FACILITY/PAVILLION BEING RENTED: _____

DATE OF RENTAL: _____ RESERVATION #: _____

Set-up:

- Renter will be responsible for set-up and will be included in the rental time.
- Decorations must be put up following BPD Guidelines.
- Confetti is not allowed.
- Candles are limited to ceremonial use only.
- Helium Balloons are not allowed.

During Event:

- Contact person on the Rental Contract must be present at all times.
- Alcohol, when approved, remains in the rented facility.
- When alcohol is approved, security must be present when alcohol is being served.
- Alcohol will **not** be allowed when the event is for someone who is a minor (under 21 years old).
- Glass bottles and containers are not allowed.
- Smoking is not allowed.
- Doors must remain closed while the A/C is on.
- No solicitation is allowed during a rental.
- Children must be monitored during rental.

Clean-up:

- Renter will be responsible for clean-up and will be included in the rental time.
- Table and Chairs must be wiped down and returned to the proper storage area.
- Garbage must be bagged and put into dumpster.
- Kitchen counter tops are to be clear and wiped down.
- Refrigerator must be emptied.
- Floors must be swept.

Any changes to the rental contract must be made at least 2 weeks in advance of the rental date, with the exception of getting the approval of alcohol being served which must be done at least 4 weeks in advance.

I have read and understand the rental policies of the Batavia Park District. If I fail to follow these policies, I understand that I could lose my Damage Deposit or be asked to leave the premises, possibly forfeiting my rental fee and damage deposit.

SIGNATURE OF RENTER: _____

DATE: _____