

Facility Rental Agreement

Please review this contract carefully. Sign and return it with the appropriate fee.

By this agreement, User does contract with the McHenry County Historical Society, hereafter referred to as the Society, to use the Riley Methodist Church on the following date.

Date of Event: _____

Time Event is to Begin: _____ Time Event is to End: _____

Anticipated Attendance: _____

Name of Organization/User:

Authorized Contact Person:

Address:

Phone: _____ e-mail: _____

The User agrees to abide by the policies and conditions outlined in this contract.

The User agrees to designate one person to be in charge while at the church. The person in charge must be present during the entire event and insure the church is cleaned up after the event. If different from the Authorized Contact Person please include the name of the person in charge during the event:

Person in charge during the event: _____

Phone: _____ email: _____

- The fee for renting the church is \$100 an hour with a two-hour minimum on the weekends.

DEPOSIT and RENTAL FEE: Renter shall pay all rental fees prior to the occupancy of the facility. A signed Rental Agreement and payment of the required fees guarantees the rental space and date.

- A \$50 deposit is due at the time of booking to hold date.

- The total rental amount is due 30 days before the schedule event date unless otherwise stipulated.

- Payments may be made in cash, check or credit card.

- **Failure to meet any payment deadline may result in cancellation of Rental Agreement.**

CAPACITY: The User agrees to insure that no more than 100 people will be in the church at any one time.

SMOKING: There is NO smoking or open flames (i.e. candles) allowed in the church.

ALCOHOL: There is NO alcohol permitted in or on the premises.

FOOD: There is NO food permitted inside the church.

DECORATIONS: Any decorations must be approved by Society staff. Furniture or objects belonging to the Society may not be moved or handled without permission of the administrator or his agent.

The User assumes liability for loss or damage to Society property that results from its use of the facility, and agrees to hold the Society harmless for loss or damage to the persons or property of its members or guests while at the Riley Methodist Church.

The User must provide proof of general liability via a certificate of insurance. The insurance policy shall list as Additional Insured the McHenry County Historical Society, its agents, officers, servant and employees, insofar as the operations under this contract are concerned. The amount of commercial general liability coverage in this special events policy shall not be less than \$1 million per occurrence, \$2 million aggregate.

If the event must be postponed, the payment will apply to the later date. If the event is canceled, written or emailed notification must be received by the Society at least 30 days prior to the scheduled date in order for the User to receive a full refund. If the event is canceled less than 30 working days prior to the scheduled date, the User forfeits 1/2 the rental fee. Postponement and/or cancellation must be in writing or an email from the Authorized Contact Person for the User.

I certify that I have read, understand, and accept the conditions set forth in this contract.

Authorized Contact Person _____ Date _____

Authorized Museum Rep. _____ Date _____

