

Deposit _____ Rental _____

City of Athens Athens Community Park Rental Contract

The undersigned hereby offers to rent the Athens Community Park, banquet hall, located at 210 Dottie Bednarko Drive, Athens, Illinois (217-636-8429) for the period of hours listed hereafter.

_____ Number of Hours
on the _____ day of _____ during the hours of _____ and _____.

SUBJECT TO THE GENERAL AND APPLICABLE SPECIAL TERMS AND CONDITIONS SET FORTH ON THE FOLLOWING PAGES.

The undersigned does hereby-tender payment of a damage/cancellation and/or cleanup deposit in the sum of \$150.00.

Balance due on _____ Amount \$ _____
Due 14 days prior to event

Dated this _____ day of _____, 2023

NAME	EVENT PLANNED
ADDRESS	SIGNATURE
CITY	DATE
TELEPHONE	

WILL ALCOHOL BE SERVED AT THE EVENT? YES**** NO
(REQUIRED INFORMATION)

****** IF YOU ANSWERED YES ABOVE, YOU MUST STRICTLY COMPLY WITH THE CONDITIONS SET FORTH ON THE ATTACHED SHEET ENTITLED "SERVING OF ALCOHOL". FAILURE TO STRICTLY COMPLY WITH SAID CONDITIONS MAY SUBJECT YOU TO CRIMINAL AND CIVIL PENALTIES.**

ACCEPTANCE

The undersigned, City of Athens, hereby accepts the foregoing offer and acknowledges receipt of the sum of _____ cash as a damage/cancellation*, and/or cleanup deposit.

City of Athens

- ◆ *CANCELLATION POLICY: NOTICE OF CANCELLATION OF RESERVATION BY RENTER MUST BE RECEIVED 10 WORKING DAYS PRIOR TO PLANNED RENTAL OR DEPOSIT FEE WILL BE FORFEITED.
- ◆ PLEASE CALL THE CITY HALL THE DAY BEFORE YOUR EVENT FOR A DOOR CODE AT 217-636-8429 DURING REGULAR BUSINESS HOURS. MONDAY – FRIDAY, 8:00 AM – 4:30 PM.

Rental Rates

- ◆ All day rate - \$300.00.
- ◆ \$30.00 - Hourly Rate
- ◆ Balance is due fourteen days prior to event.
- ◆ Damage deposit: \$150.00 to secure date for facility.

- ◆ Additional charge of \$30.00 per hour will be prorated if renter exceeds contracted rental time.

--ALL PAID RENTALS INCLUDE:

- ◆ Refrigerator
- ◆ Coffee Pot
- ◆ Ice Machine
- ◆ Stove – **NOT TO BE USED WITHOUT APPROVAL.**
- ◆ Microwave
- ◆ Tables and Chairs
- ◆ Garbage cans and liners will be provided.
- ◆ Dish detergent will be provided for your use. Please bring your own towels for drying.

The renter is responsible, if desired, for hiring a caterer at the renter's expense. It is recommended renters hire licensed caterers.

The renter is responsible for caterer/family expedite cleanup procedures posted at the facility. Otherwise, the renter will be responsible.

The renter is responsible for the cleaning of pans, coffeepot, etc. if used, and putting it away in the proper place. Microwave is to be wiped clean.

The City of Athens assumes no liability for any accidents, damages or other claims arising out of the rental use of the facility. The renter shall indemnify and hold harmless the City of Athens for all claims for any accidents or damages arising out of the rental use of the facility.

The City of Athens shall not be responsible for stolen or lost articles or other lost items of personal property.

The City of Athens shall only provide the building for the permitted uses of the facility subject to the restrictions and other rules set forth under the rental contract.

The time allowed to the renter begins at the time reserved for the rental.

Cancellation Policy: Notice of cancellation of reservation by renter must be received 10 working days prior to planned rental or deposit fee will be forfeited.

2Q1Clean Up

All Clean up responsibilities must be implemented in order to receive your \$150.00 damage/cancellation deposit refund. A check-off sheet will be provided to assure all clean up responsibilities are outlined and completed before you leave the hall.

Garbage must be maintained throughout the function and placed in sealed bags in the outside dumpster. Bags must be tied and new bags placed in each container. Can liners will be provided throughout your rental.

Tables must be cleared and wiped clean.

All decorations must be removed the same day of the event.

Anything used in the kitchen must be washed, dried and put back in its place. Countertops wiped off.

The entryway, men's and women's restrooms, banquet hall and kitchen must be swept, mopped, paper goods replaced and garbage taken out.

Clean up and/or damage deposit refund will be the absolute discretion of the City of Athens.

Restrictions

No smoking is allowed in any areas of all buildings. (This will be strictly enforced. Violators may be subject to an ordinance violation fine of \$100.00 for the first offense, \$200 .00 for the second offense and \$300.00 for the third offense.)

No staples, nails, tacks or tape will be allowed to put up decorations.

No confetti.

No rice or bird seed allowed inside the building.

Must be 21 to rent the hall.

Please do not drag tables and chairs across the floors, as to not cause damage to the finish.

Thermostat temperatures are to be kept at a reasonable setting.
Warm weather – 72 degrees Cold weather – 68 degrees

Maximum capacity for building is approximately 240.

All events must be concluded by 1:00 AM.

Serving of Alcohol

Anyone serving alcohol at any event at the park must purchase a dram shop insurance policy for said event and list the City of Athens as an additional insured. Written proof of said insurance must be provided to the City of Athens **at least seven (7) day before the event.** Minimum amount of dram shop insurance required is \$1,000,000.00. It is recommended that a certified bartender serve all alcoholic beverages. **Remember, even if you obtain the services of a bar or certified bartender, a certificate of the required insurance within the time limit specified above is still required. A representative of the City will stop by during the event and check to see that this policy is enforced. All unauthorized alcohol sales or distribution will be immediately halted. ADDITIONALLY, FAILURE TO STRICTLY COMPLY WITH SAID CONDITIONS MAY SUBJECT YOU TO CRIMINAL AND CIVIL PENALTIES. Alcohol may not be served after 12:00 AM Monday – Thursday and 1:00 AM on Friday and Saturday. NO ALCOHOL MAY BE SERVED ON SUNDAY.**

**Athens Community Park
Banquet Hall
Clean-up Check off List**

Main Room

- Tables – Wipe Off
- Floors – Sweep & Mop
- All Decorations Removed
- Garbage Cans- Emptied & Bags Replaced
- Tables & Chairs- Collapsed & Stored in Storage Room

Bathrooms

- Floors – Sweep & Mop
- Toilet Tissue – Replaced
- Garbage Cans – Emptied & Bags Replaced

Kitchen

- Refrigerator – Emptied of Contents
- Microwave – Wiped Out
- Tables – Wiped Off
- Sink – Cleaned Out
- Coffee Pot – Cleaned
- ALL Dishes & Towels Used: Cleaned & Put Away
- Garbage Can – Emptied & Bags Replaced
- Counter Tops – Wiped Off
- Floors- Swept & Mopped