



MOKENA COMMUNITY PARK DISTRICT
RED BARN RENTAL APPLICATION



Name _____ Today's Date: _____

Contact Number _____ 2nd Contact Number _____

Address _____ Organization: _____

City/State _____ Zip _____ E-Mail _____

First Choice Date _____ Second Choice _____ Rental Time: _____

Number of people in attendance: _____ Type of function: _____

Red Barn Only: Yes ___ No ___ Package Event: Yes ___ No ___ Completed Rental Form: _____

Are you planning to have alcohol at your event? Yes ___ No ___ If yes, you will need to purchase alcohol liability insurance for an additional fee. This can be done by credit card through www.theeventhelper.com/partner/pdrma. Alcohol must be contained in the barn and may not be sold unless agreed upon by MCPD and require additional fees and permits.

Are you planning to have vendors (tents, food, portable restrooms, DJ, etc.) at your event? Yes ___ No ___
If yes, all vendors providing services and/or equipment must submit a certificate of insurance naming the Mokena Community Park District, 10925 La Porte Rd., Mokena, IL 60448 as insured for \$1,000,000, \$2,000,000 aggregate coverage 14 working days prior to the event. Additionally, tents require Village permit. Large events that will need Oaks parking require Mokena Police for crosswalk assistance. If having a mobile food truck(s) and/or bounce house - additional forms must be completed.

Table with 5 columns: Rental Type, Resident Hourly, Non-Resident Hourly, Included Amenities, Capacity. Rows include Red Barn Harvest Room (Monday-Thursday, Friday-Sunday), Red Barn Prairie Room (Add-on to Main Rental, Only), and Band Shell Add-on.

Package One
\$1,750R/\$1,950NR
12 Hour Rental of Entire Barn
Including Prairie room, kitchenette,
and surrounding patio

Package Two
\$2,000R/\$2,200NR
12 Hour Rental of Entire Barn
Including Prairie room, kitchenette,
surrounding patio, and band shell

Package Three
\$3,000R/\$3,500NR
Day One: 5 Hour Set-up
Day Two: 12 Hour Rental of Barn Including Prairie
room, kitchenette, surrounding patio, and band shell

Staff Use Only:

Rental Fee: \$ _____ Date Paid: _____

Damage Deposit \$ _____ Red Barn Hourly: \$100 Res/\$200 Non-Res

Add-ons Total \$ _____ Picnic Tables # _____ X \$15 = \$ _____ Band Shell # hours _____ X \$40/\$55 = \$ _____

Total Due \$ _____ Amount Paid: \$ _____ Balance: \$ _____ Date Balance Due: _____

Certificate of Liability for _____ Liquor Permit _____

Date Received _____ Staff _____ Date Received _____ Staff _____

Rules and Guidelines

I have read the Hold Harmless and the Rules and Guidelines. I understand that my signature confirms my agreement with the aforementioned documents and is required in order to reserve this facility. This application DOES NOT guarantee rental approval or availability of space. Please initial #3, #13, #21 and #22.

As used in this Agreement, "Mokena Community Park District" includes its officers, officials, agents, employees and volunteers.

As used in this Agreement, "Premises" and "Facilities" includes all leased facilities and common areas, including but not limited to parking, facilities, restrooms, walkways, hallways, etc.

NOW, THEREFORE, in consideration of the recitals and representations herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Renter (s) shall secure rental by paying at least 50% of rental fee including \$100/Resident or \$200/Non-resident refundable damage deposit and completed rental application forms. Remaining fees are due 14 calendar days before the event.
2. After the rental is booked, there will be a \$50 charge deducted from the deposit for canceling or rescheduling if more than 14 calendar days notice is given. If cancellation occurs with less than 14 calendar days notice, entire deposit is forfeited. If the renter (s) does not show the day of the rental, this will constitute a forfeiture of the rental fee and deposit.
3. Facility use is the time designated on the application. Access to the hourly rental space is 30 minutes prior to the rental start time. Large events have specialized set-up times. At the end of the rented time, all trash must be in trash bags and the facility left in the same condition it was found. All guests must be cleared out of the facility at the end of the rental time.
INITIAL _____
4. Renter may bring in food, but no onsite cooking is allowed - i.e. grills, unless agreed upon at time of contract by manager.
5. Renter (s) will receive written notification if any or all of the deposit was held due to violations of this Agreement.
6. Renter (s) shall be responsible for inspecting the facility and bringing to the Mokena Community Park District's attention any potential dangers, safety hazards or problems. Renter (s) is solely responsible for determining whether said facility (s) is safe, appropriate, and/or compatible for renter's intended use.
7. The renter (s) shall not enter, occupy or use this listed facility until or after the time (s) and date (s) specified above.
8. It is fully understood and agreed by the parties that the renter (s) guarantees to defend, indemnify and hold harmless the Mokena Community Park District, its officers, it's officers as individuals, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) relating in any way to threatened or actual court proceedings, lawsuits and damages involving injury to or death of any person or persons whosoever, caused by, connected with or arising directly or indirectly, wholly or in part, from any use or operation of the Park District premises resulting in any manner from the use authorization granted by the officers. It being further understood and agreed that the Mokena Community Park District assumes no obligation or responsibility in connection with the use of Park District buildings or grounds.
9. That (I) (We), will be responsible for and will pay for any damage to Mokena Community Park District property arising out of the use of the said facility pursuant to this Agreement.
10. Renter(s) and guests will not charge any admission or ticket fees for any event; in addition, will not utilize the space for the purpose of advertising or promotion of outside organizations without prior written authorization from the Mokena Community Park District Executive Director.
11. Illegal substances, smoking, and gambling are strictly prohibited in any facility or on the grounds of public property owned by the Mokena Community Park District. Those persons in violation are subject to arrest. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the Mokena Community Park District under this Agreement.
12. That no Mokena Community Park District equipment or property shall be removed from the premises without permission of the Mokena Community Park District Executive Director. Tables and chairs are to remain inside the building at all times.
13. I (We), agree to wipe tables, chairs, floors, bag all garbage, and restore the facility to its original condition. All food, beverages, and decorations must be cleaned up and placed into waste bags prior to leaving. INITIAL _____

14. I (We), are responsible for any excessive damage including but not limited to floor scrapes and significant amounts of food or stains found on chairs, floors, and tables.
15. I (We), agree that items may not be attached to any wall, floor, window, or ceiling with nails, tape, staples or any other substance in order to prevent damages to the room. No rice, birdseed, confetti, or glitter or any type will be permitted. All candlelight must be covered and/or contained.
16. Renter (s) shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement.
17. Renter (s) is solely responsible for providing any and all supervision at all times during Renter (s) use of any facility, including but not limited to the leased facility, and all common areas. Further, Renter (s) shall be responsible for ensuring that Renter's guests and invitees comply with all applicable rules and regulations pertaining to use of the Mokena Community Park District facilities.
18. Renter (s) agrees to allow Mokena Community Park District staff or Police Officers to enter the facility without notice during the rental period. If any violation of this Agreement is discovered, staff or officers will terminate the function immediately.
19. Renter (s) shall comply with any and all applicable ordinances and policies.
20. Any vendors or businesses used must be approved and appropriate insurance is required, (i.e. face painter, DJ, clown, etc.)
- 21.. Renter (s) will not use any inflatable device without prior approval. Additional insurance and forms are necessary.
INITIAL _____
22. The Mokena Community Park District reserves the right to relocate any event due to unforeseen circumstances.
INITIAL _____
23. The Mokena Community Park District reserves the right to require security or liability insurance for any event.
24. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge establish or impose any legal duty to any third party.
25. This Agreement represents the entire understanding between the parties. This agreement may be modified or altered only by further agreement in writing between the parties.
26. Additional fees will be allocated if the following violations occur:

Violation	Fees
Alcohol without approval	Forfeit of Deposit
Police being called to or terminating event	Forfeit of Deposit
Clean-up charges	\$35/hr - 2 hour minimum
Charging Admission	Forfeit of Deposit
Smoking within facility	\$200
Damages of wall, floors, ceiling, etc.	Cost of repairs

I (we) have fully read and understand the Rental Application Rules and Guidelines and assume complete responsibility for the rental.

Printed name: _____ Date: _____

Signature: _____ DOB: _____

Renter must be 21 years or older to rent facility



Mokena Community Park District
HOLD HARMLESS AGREEMENT

(To be submitted with request for use of facilities)

Date: _____

To: Mokena Community Park District
10925 La Porte Road
Mokena, IL 60448-1638

Subject: Use of Park District Facilities

Area Requested: _____

Date Requested: _____

(I)We, _____

(name of organization, group, or individual)

agree to defend, indemnify and hold the Mokena Community Park District, Will and Cook Counties, Illinois, its Board of Commissioners, its Board members as individuals, and its employees free and harmless of any and all liability, costs and expenses (including attorney's fees and costs) related in any way to threatened or actual court proceedings, lawsuits and damages involving injury to or death of any person or persons whatsoever, caused by, connected with or arising directly or indirectly, wholly or in part, from any use or operation of the Park District premises resulting in any manner from the use authorization granted by the Board of Commissioners. It being further understood and agreed that the Mokena Community Park District assumes no obligation or responsibility in connection with the use of Park District buildings or grounds. It is understood that prior to usage, we have pre-inspected on this date the above-named area and do hereby acknowledge the stated area is free of any hazard(s). We further agree to assume all cost of damage to Park District grounds, buildings, or building contents during the period of our authorized use of such facilities and as a result of such use of those Park District grounds, buildings, or building contents.

By: _____ Must be 21 years or older

(signature of individual requesting event)

Please Print

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____