



Event Centre: By Appointment Only  
 20701 Landings Pointe  
 Frankfort, IL 60423  
 Main Office: M-F 8am-4pm  
 11000 W. Lincoln Hwy  
 Frankfort, IL 60423  
 (815) 469-4907  
 Frankforttownship.com

**Frankfort Township Event Centre  
 Meeting Rental Agreement**

Revised 05/2018

Name of Organization: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (street, city, state, zip code):  
 \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ No. of Guests: \_\_\_\_\_ Option: \_\_\_\_\_

**Hours of Rental are Monday-Sunday, 8:00am-12:00am  
 Any additional time requested will be rounded to a full hour**

<b>MEETING RENTAL FEE SCHEDULE</b>	
<b>Event Centre Room A and Balcony</b>	<b>Tables &amp; Chairs Occupancy 82 Chairs Occupancy 144</b>
Minimum of 3 hours, maximum of 8 hours paid	
	\$30.00 per hour
<b>Event Centre Room C</b>	<b>Tables &amp; Chairs Occupancy 50 Chairs Occupancy 50</b>
Minimum of 3 hours, maximum of 8 hours paid	
	\$25.00 per hour
<b>Event Centre Upper Level and Balcony</b>	<b>Tables &amp; Chairs Occupancy 138 Chairs Occupancy 244</b>
Minimum of 3 hours, maximum of 8 hours paid	
	\$50.00 per hour

**Security deposit & completed application & proof of residency (valid and active State ID or Driver's License) required for reservation.**

**All rental payments must be made minimum of 30 days before event date.**



Facility, the Deposit may be used by Township to perform such repairs or cleaning. If the costs of said repairs or cleaning exceed the amount of the Deposit, User/Renter shall be responsible for the actual cost to perform such repairs and cleaning and shall pay Township said amount within thirty (30) days following the date on which User/Renter receives the invoice for such costs. In the event that User/Renter fails to timely pay said invoice, User/Renter shall also be responsible for all reasonable attorney fees and court costs incurred by Township to enforce the provisions of this paragraph.

If the Event exceeds the time paid for previously stated on page 1 of this application, then the renter will be charged additional hours deducted from the security deposit.

4. **CANCELLATION:**

In the event the Facility is required for any Township activity, program, and/or service or is needed by the Township or another unit of government for emergency services or due to inclement weather which poses or may pose a safety threat, the Township may cancel this Rental Agreement and the User/Renter's use of the Facility, in which case the sole and exclusive remedy to User/Renter and its officers, officials, members, employees, agents, guests, invitees and customers shall be a refund of the Deposit and any other amounts paid to Township hereunder.

**User/Renter may cancel this Rental Agreement thirty (30) days after reservation and receive a refund of the Deposit and any other amounts paid to Township hereunder. Cancelling this Rental Agreement after thirty (30) days of reservation User/Renter shall forfeit the Deposit and all other amounts paid hereunder.**

5. **MAXIMUM SEATING CAPACITY**

The number of persons permitted in Facility shall not exceed the lesser of the maximum number established by the Frankfort Fire Protection District or the maximum number established by the Township Board. It is the User/Renters' obligations to request this information at the time of signing this Rental Agreement. Township shall have the right to immediately terminate any Event which is in violation of this paragraph.

The Township shall have the right to restrict the occupancy capacity and activities on any outside patio or deck at the Facility.

6. **AGE REQUIREMENT:**

All organizations of persons under the age of eighteen (18) must also include an adult chaperone who must be present at all times during the Event and who shall be responsible for the organization's activities. User/Renter shall insure that an adequate ratio of adult supervision to children is maintained during all Events, provided, however, there shall be at least one adult chaperone at the Event. User/Renter shall be required to furnish to the Township the name and address of all chaperones. Minor children shall be permitted to attend an Event provided minor children must be fully supervised by an adult person. No minor shall be left unattended by an adult at any time while using the Facility.

7. **CONDUCT:**

At all times, each person at the Facility shall conduct himself or herself in an orderly manner, in accordance with all applicable laws, local ordinance and regulations, and in accordance with the rules set forth in this Rental Agreement or otherwise posted in the Facility by the Township. Running, horseplay or shouting in the Facility is prohibited. Should the police need to be contacted as a result

of the conduct of any organizer, guest, invitee or any other person attending the event, Township may terminate the Event immediately and, in such event, User/Renter shall have no right to a return of the Deposit or any other amounts paid to Township. The Township reserves the right to reject any person or persons from the Facility in the event such person fails to conduct himself or herself in an orderly manner, in accordance with all applicable laws, local ordinance and regulation, or in accordance with the one or more of the Rules herein and further shall be cause for the Township or responding Law Enforcement Authority, or its designee, to cancel the function and to dismiss the attendees or an attendee in violation of the terms of this Agreement or the rules adopted by the Township. The Township may deny future rights to use the Facility to any attendee and/or Licensee involved in the prohibited conduct, after providing opportunity for such person(s) to appear before the Township to be heard.

The Township shall have the right to require and assign security at all time during the Event in such numbers as the Township determines to be appropriate based upon the size and nature of the Event. The cost of such security shall be paid by User/Renter in advance of the Event.

#### **8. PROHIBITED CONDUCT:**

- a. No hazardous materials shall be allowed in the Facility.
- b. **Smoking is only permitted in the designated areas, within 15 feet away from the building: The south side of the parking lot and the south end of the downstairs, outside patio. There is no smoking allowed indoors or on the balcony.**
- d. No admission charges shall be charged by User/Renter in connection with the Event.
- e. No animals or pets shall be permitted in the Facility (excluding service dogs).
- f. No solicitations shall take place at the event without the prior approval of Township.
- g. No person shall throw rice, confetti, silly sting, or other object or substances, including bubbles, water balloons, in or around the Facility.
- h. No votive lights, candles or open flames shall be allowed in the Facility.
- i. User/Renter and attendees may not use other rooms in the Facility or other areas on the Township's property without prior written permission or reservation from the Township.
- j. User/Renter shall not adjust meters or thermostats. User/Renter must ask the custodian or staff member on duty any questions regarding problems concerning heat, light, sound, etc.
- k. **Music entertainment is permitted indoors and outside, however all music is to be off and done no later than 11:30pm.**
- l. No vehicles may permanently be parked in NO PARKING zones at the Facility. Temporary loading and unloading is permitted, but vehicles then have to be relocated to a designated parking spot. Vehicles left in NO PARKING zones will be ticketed and towed.

#### **9. DECORATING AND SET-UP:**

Decorations shall be free standing. **No taping, nailing, stapling or tacking of décor to walls, ceilings or fixtures, no exceptions.** If décor is taped to windows, windows must be free of all tape marks and cleaned at end of the Event. All decorations shall be removed by User/Renter at the conclusion of the Event.

**Any items selected for outdoor use, patio and balcony, will be placed by those exits. Renter is responsible for placement and return of tables and chairs.**

See page 7 for table and chair supplies.

10. **TECHNOLOGY:**

If your event is going to use the TV's provided:

- 2 TV's located in room A
- 1 TV located in room B
- NOTE: There are no TV's located in room C, lower level room

Someone of your party must supply a laptop with any accessory cords needed. HDMI cords are provided. Phones, iPads and other electronic devices are not applicable with TV/HDMI use. Any use of TV's must be handled by the attendants present. Any other electronic devices needed for the event will have to be provided by persons present. **The Event Centre does not supply screens, projectors or any other equipment.** A Wi-Fi username and password will be available the day of the event.

11. **CATERING**

All caterers shall be approved by the Township to insure that the caterers are familiar with the policies and procedures of the Township with respect to the use of the Facility. The User/Renter and the Caterer shall be responsible for cleaning all areas used for food preparation, food service and food service cleanup.

12. **ALCOHOL:**

There is no alcohol permitted at the Frankfort Township Event Centre for meeting use. Events wanting use of alcohol will be directed to the Event Centre party application. If a meeting event brings alcohol on the premises the event will end immediately and no refunds of rental or deposit will be granted.

13. **CLEAN-UP:**

User/Renter shall immediately after the Event clean the Facility so that it is returned to the condition it was in prior to the Event, including but not limited to:

- a. **Remove all decorations and personal items**
- b. **Clean up any major spills on the floor**
- c. **All trash must be bagged and taken to the dumpster.**
- d. **All tables and chairs from outside must be brought back inside the building.**

User/Renter shall be responsible for any additional charges for cleaning other than routine cleaning.

14. **LEFT BEHIND ITEMS:**

Township will not be responsible for any personal items left at the Facility at the conclusion of the Event. Any items which remain unclaimed for 48 hours after the conclusion of the Event will be disposed of and Township will have no liability therefore.

15. **INDEMNIFICATION:**

Renter/User shall indemnify, defend and hold Township, its elected officials, officers, employees, volunteers and agents, harmless of and from any cost, claims, demands, liability, suits, damages or judgments (including but not limited to reasonable attorneys fees and costs) which arise out of or are related User/Renter's use of the Facility or to any activity of User/Renter (including, but not limited to any invitees, guests or other attending the Event) at, during or in connection with the use of the Facility or User/Renter's or Renter's breach of the obligations of this Rental Agreement.

Renter shall be fully responsible for any death, personal injury or property loss or damage occurring during or resulting from Renter's use of the Facility. The renter agrees to fully indemnify and hold harmless the Township, its elected officials, officers, employees, volunteers and agents from any claim, demand, cause of action or suite (including attorney's fees and all costs of investigation and defense) in any way resulting from or occurring during User/Renter's use of the Facility, including all adjacent parking or other Township property. Every User/Renter using the Facilities for a commercial purpose (excluding Renter's personal use for an occasion such as a wedding reception, family reunion, etc.) shall obtain, effective from the effective date of this Rental Agreement, and shall keep the insurance required under the terms of this Agreement in force and effect during the term of this Rental Agreement.

15. **MISCELLANEOUS:**

This Rental Agreement is not assignable by User/Renter and any such assignment is void.

16. **REQUIREMENT:**

User/Renter must furnish the following to Township with all of the following prior to use or occupancy of the Facility:

- a. Facility request form must be completed and submitted to the Township at least one week in advance of reservation date.
- b. Pre-paid user fee (if applicable).
- c. Security Deposit
- d. Executed Use Agreement
- e. Evidence of insurance meeting the minimum types and amounts of coverage's set forth in this Rental Agreement unless waived in writing by Township.

Deposit to be refunded to if different from page 1:

\_\_\_\_\_ (please print neatly)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



I have read the above and agree to abide by the provisions of this Rental Agreement and the rules set forth by the Frankfort Township

\_\_\_\_\_  
Applicant Signature Supervisor's Approval

\_\_\_\_\_  
Date Date

Please return completed applications to:

Frankfort Township  
11000 W. Lincoln Hwy.  
Frankfort, IL 60423  
Phone: (815) 469-4907

**TABLES AND CHAIRS COUNT FOR YOUR EVENT**

**REQUIRED A MINIMUM OF A WEEK BEFORE EVENT DATE**

Please estimate the number of tables and chairs for your event and list the number of chairs at each table, including how many and what size tables in each room.

Please note the tables and chairs that are requested will be placed accordingly, small rearrangements to tables and chairs may be required by renter.

- 30 PUB TABLES
- 20 = 6' ROUND TABLES (72") - 10 or 8 chairs
- 10 = 5' ROUND TABLES (60") - 8 or 6 chairs
- 10 = 4' ROUND TABLES (48") - 6 or 4 chairs
- 8 = 8' LONG TABLES

Upper level

Room A (with kitchen attached)

---

Room B (entry room)

---

Balcony (only pub tables are allowed on balcony)

---

Hallway

---

Lower level

Room C

---

Hallway

---

Concrete patio

---

Grass (only pub tables are allowed on grass)

---