

## Application

**Village of Mt. Zion**  
**Fletcher Park Recreation Center (100 seating capacity)**  
**Post Office Box 49**  
**Mt. Zion, IL 62549**  
**(217) 864-5424 Fax (217) 864-5935**

Date of Application: \_\_\_\_\_

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

Name of Event \_\_\_\_\_

Contact Person \_\_\_\_\_

Address (Street and PO Box) \_\_\_\_\_

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

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Description of Function \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Seating for \_\_\_\_\_ (how many)

Tables and chairs or chairs only (circle one)

Serving table \_\_\_\_\_ ( check if needed)

Please return this application along with the attached lease agreement. **We recommend that you retain a photocopy of all forms for your records.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization (if applicable)

### **Village Resident Rate**

\$300 all day Saturday

\$200 all day or \$50.00 per hour Sunday - Friday

### **Non-Resident Rate**

\$400 all day Saturday

\$300 all day or \$75.00 per hour Sunday - Friday

**VILLAGE OF MT. ZION  
FLETCHER PARK RECREATION CENTER  
MULTI-PURPOSE ROOM  
LEASE AGREEMENT**

This Lease Agreement entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, is made by and between the Village of Mt. Zion, IL, hereinafter referred to as "Lessor," and \_\_\_\_\_, hereinafter referred to as "Lessee."

**RENTAL TERMS AND FEES**

Rental fee of the Fletcher Park Recreation Center Multi-Purpose Room is \$\_\_\_\_\_, beginning at \_\_\_\_\_ until \_\_\_\_\_. The facility must be vacated by this dated termination time. The date of \_\_\_\_\_ is being held and will be reserved after receiving full payment of \$\_\_\_\_\_.

**TERMS AND CONDITIONS**

1. **Cancellation.** Lessee may cancel this Agreement by giving Lessor sixty (60) days written notice of cancellation. Upon receiving proper notice, Lessor shall refund Lessee the amount paid under this Agreement minus 50% of the fee for administrative costs. If Lessee cancels this Agreement within fifty-nine (59) days of the date of the event, Lessee shall forfeit the fee paid under this Agreement. However, if Lessor is able to re-rent the premises on the date of Lessee's cancelled event, Lessor shall refund Lessee the amount paid under this Lease minus 25% of the fee for administrative costs. All refunds made under this paragraph shall be made within thirty (30) days of cancellation.

2. **Purpose of Use.** Lessee is the sole user of the facility for the date/time specified above and will not sublet the premises. Lessee agrees that he/she shall not use the Multi-Purpose Room in the Fletcher Park Recreation Center for any unlawful or offensive purpose. Loud music is prohibited and shall be strictly enforced.

3. **Clean Up.** The Lessee will be responsible for cleaning the premises to the satisfaction of the Lessor. The Lessee shall be liable to Lessor for the total cost of cleaning the building as well as for the cost to repair any other damages as provided for in this Agreement.

4. **Damage to Premises.** Lessee will pay the costs, as determined by the Lessor, repairing any damage which may be done to the premises or any fixtures, furniture or furnishings as a result of an act by Lessee or anyone visiting the premises while under this Lease Agreement.

5. **Indemnity.** Lessee shall indemnify, save, and keep harmless the Village of Mt. Zion, and its Commissioners, agents, and employees from any and all loss, cost, damage, liability or expense claimed by any person or persons for any injuries to person or property arising in any way from the use of the leased premises by Lessee.

6. **Food/Catering.** Lessee is permitted to bring food into the Multi-Purpose Room for consumption during the event. However, all catered events must be catered by Secret Recipes, the Village of Mt. Zion's exclusive caterer.

7. **Alcoholic Beverages.** Lessee (including any person using the premises under the terms of this lease) is strictly prohibited from consuming or dispensing alcoholic beverages on the premises unless the Village has approved Lessee's certificate of Dramshop Insurance, governed by paragraph 8.

8. **Dramshop Insurance.** Lessee is required to purchase and receive a certificate of Dramshop Insurance naming the Village as an additional insured before consuming, dispensing, or permitting consumption and dispensing of alcoholic beverages on the premises under the terms of this lease. Dramshop Insurance coverage is available through a third party provider at [www.ebi-ins.com/TULIP](http://www.ebi-ins.com/TULIP). Additional information about Dramshop Insurance Coverage is attached.

(a) For catered events, the Lessee shall secure a copy of Secret Recipe's dram shop insurance naming the Village as an additional insured.

9. Animals. No animals are allowed inside or on the premises except for those assisting the disabled.

10. Decorations. No flammable decorations will be allowed. The use of tape or the driving of nails, tacks, or other metal articles into the walls or otherwise defacing the premises is strictly prohibited. All decorating items brought into the premises must be removed by the end of the rental period.

11. Village Equipment. Lessee shall replace or repair any Village owned equipment or any other property destroyed, stolen or abused while the Multi-Purpose Room in the Fletcher Park Recreation Center is leased under the terms of this Agreement. Any privately owned equipment shall be brought in, set up and removed at the conclusion of the lease period and shall not be left over or stored on the premises.

12. Hours of Operation. The hours of operation for the Multi-Purpose Room in the Fletcher Park Recreation Center are Monday through Thursday from 8:00am until 10:00pm, Friday and Saturday from 10:00am until 11:00pm and Sunday from 10:00am until 10:00pm.

13. Tables/Seating. The Multi-Purpose Room in the Fletcher Park Recreation Center has 10-round tables that each seat 8 and folding chairs. The Fletcher Park Recreation Center has a seating capacity of 100.

14. Management Rights. Lessor retains the right to control the management of the premises and to enforce all necessary rules. The Village's representatives include its directors, policemen, firemen, and other designated representatives, who shall have the right at any time to enter any portion of the premises for any purpose.

15. Use of Park. Lessee is entitled to exclusive use of only the facility leased. This agreement does not extend to the use of other facilities in the park including all parking lots, walkways, driveways, playground equipment or any other part of the park. No vehicles will be allowed on walkways without express permission of the Village and then only for purposes of unloading equipment and the vehicle must be removed to the parking lot after the equipment is unloaded. Lessee may not block walkways for any reason. No parking of vehicles is allowed except in the parking lot. No equipment will be allowed to block the access of the walkways. No cooking equipment will be allowed on the concrete surface of any structure/pavilion.

Lessee agrees to abide by all Terms and Conditions of this Lease Agreement.

Lessor – Village of Mt. Zion

Lessee

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Date: \_\_\_\_\_