

VENICE PARK DISTRICT'S RENTAL APPLICATION

I/We hereby make application for short term rental and use of the Venice Recreation Center, on the date and according to the terms herein stated.

Now, therefore, the parties agree to the following terms and conditions:

1. The Renter shall pay Venice Park District the sum of \$150.00 no later than 2 weeks prior to the rental period. A payment of \$250.00 shall be paid upon signing this agreement which goes towards the balance. Any damage of more than \$150.00 will incur additional liabilities. (see Remedies)
2. The Renter shall have access to and use of the venue four (4) hours from _____ o'clock on _____, 2023 until _____ o'clock on _____, for the purpose of hosting the Renter's _____ event. Venice Park District will give the Renter access not later than 1-hour before and 1-hour after the exit time.

Does the applicant reside within the boundaries of Venice Park District? _____ yes _____ no

Type of Event: _____

Number of guests: _____ (shall not exceed fire capacity – 150)

Renter's Name: _____

Renter's Address: _____ City & State _____

Renter's Phone #: _____

Form of Payment: Cash _____ Cashier's Check _____ Money Order _____

Renter's Signature: _____ Date: _____

Approved by Venice Park District _____ Yes _____ No

Park's Representative: _____ Date: _____

All cancellations must be made two-week prior to event (extenuating circumstances will be considered)

Valid copy of Driver's License/State ID required: (please attach to form)

The following terms and conditions shall apply to all rentals of the Lee Park Recreation (the "Center"), Venice Park District, Venice, Illinois.

1. **Purpose of Rental.** The Center may be used for conducting the Event in the Application by the persons named therein as Applicant/Renter, and no other.
2. **Hours of Use.** The renter's use of the Center shall be for a maximum of four (4) hours, beginning at the time stated in the Application as "Start" time and ending at a time not later than four (4) hours ("End time). Start time may not be later than 8:00P.M. Renter shall perform all necessary cleaning (as herein defined) within one (1) hours of "End" time. At the discretion of the Board of Commissioners, Renters may be permitted to access the Center prior to Start time for preparation and decoration, only on the date of actual use and only in the event that such access does not conflict with scheduled events or park activities.
3. **Purchasing of Additional Time.** If the Renter does not vacate the premises and perform all necessary cleaning within the time herein provided, Renter shall pay \$100.00 per each hour that said use continues.
4. **Damage/Clean Up.** Renter shall not damage or destroy any of the real or personal property of the Venice Park District. Rental shall remove all trash and debris of any kind, including food materials; shall sweep all floors used, wipe all tables clean, and leave tables and chairs positioned as at the beginning of use.
5. **Remedies.** If Renter fails to comply with any of the terms and conditions herein stated, Renter shall compensate the Venice Park District for all reasonable costs of remedying such failure, plus costs, expenses and legal fee reasonably incurred by the Venice Park District in enforcing these terms and conditions.
6. **Payment of Fees.** All basic fees, kitchen fees, deposits, and security fees, if any, shall be paid not less than 14 business days prior to the date of the event. If any such fees are not so paid, the application will be deemed denied and the payment may, at the discretion of the Park District, be forfeited.
7. **Charging Admission.** Unless previously approved in writing by the Venice Park District Board of Commissioners, Applicants may not charge or collect any fee or admission charge from the attendees of the event.
8. **Additional Hours.** Use of the Center in excess of the standard 4-hour period may be approved in advance by the Venice Park District, in its sole discretion, for payment of an additional fee (\$100.00 per hour), as determined by Venice Park District.
9. **Alcohol.** No alcohol may be served during the use of the Center.