

## 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.

The parties agree to the following terms and conditions:

1. The total cost of rent is \$550.00 (this includes deposit & 4-hr rental). The Renter shall pay Venice Park District the sum of \$150.00 upon signing this agreement. The balance, \$400.00, shall be paid no later **14 days prior** to the rental date. Any damage will incur additional liabilities. (See terms on the reverse side hereof, which are incorporated herein.)
2. The Renter shall have access to and use of the venue four (4) hours from \_\_\_\_\_ o'clock on \_\_\_\_\_, 2025 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:    Zelle \_\_\_\_\_ Cashier's Check \_\_\_\_\_    Money Order \_\_\_\_\_  
Debit/Credit \_\_\_\_\_

Renter's Signature: \_\_\_\_\_

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

Approved by Venice Park District    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Park's Representative: \_\_\_\_\_ Date: \_\_\_\_\_

All cancellations must be made 14 days prior to event (extenuating circumstances will be considered). If the event is cancelled less than 14 days prior to the date of the scheduled event, the \$150 paid at execution of this Agreement is non-refundable.

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 person’s named therein as Applicant/Renter, and no other. **Wi-Fi is not included as part of your rental agreement and Park District is not responsible if you are unable to utilize Wi-Fi during your event.**
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. If or when circumstances arise the Park Board will decide if the deposit is refunded.
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.
10. **Waivers.** Renters must receive prior approval to utilize bounce house, party bus and provide proof of insurance and sign a waiver releasing Park from any liability while utilizing this equipment during your rental.
11. **Kitchen Use.** You may use the kitchen stove/oven to warm up food only. You are not allowed to fry food in the kitchen. Violation of this rule will result in forfeiture of your deposit. **Cooking is allowed outside in the DESIGNATED area ONLY! Infractions will result in loss of deposit.**