



EVENT SPACE RENTAL AGREEMENT AND CONTRACT
Dining on the Green, 349 Main Street, Park Forest, IL 60466
DINING ON THE GREEN IS UNDER 24 HOUR VIDEO SURVEILLANCE

Agreement made on this ____ day of __, 20__, by and between Dining on the Green/Village of Park Forest and _____(Host) and _____(Co-Host). Host(s) agrees to rent Dining on the Green and the Village of Park Forest agrees to grant access to the venue located at 349 Main Street, Park Forest, IL 60466 with the following terms and conditions.

Host: _____
Company: _____
Title: _____
Host Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Co-Host: _____
Company: _____
Title: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Type of Event: _____
*Hours of Event: From _____ To _____
Set-up starting at: _____
Event starting at: _____
Event ending at: _____
Clean-up ending at: _____
*Total Number of Hours: _____

Date of Event: _____
Attendance Expected: _____

Alcohol: Yes <input type="radio"/>	No <input type="radio"/>
COI <input type="radio"/>	Permit <input type="radio"/>
Caterer: _____	

If host serves alcohol without the required insurance, permit and security, a \$750 charge will be made to the card on file. Host will also be fined by the Park Forest Police Department. _____ (initial)

Host must have a functional personal cell phone at the time of event in case of an emergency as a land line is not present at Dining on the Green. Please initial signifying your understanding. _____

*NOTE: rental time is based on four (4) hours (depending on day selected), which is inclusive of load-in/set-up and load-out/tear-down. Additional time, if required, is subject to additional fees. It is understood that your event may be shorter than 4 hours. Please see brochure for shorter rental periods. ALL HOURS NEEDED ARE SCHEDULED AND PAID FOR.

Please read the following material to ensure all parties understand the requirements of maintaining a safe and reusable space upon host's departure.

EVENT SPACE RENTAL AGREEMENT AND CONTRACT
Dining on the Green, 349 Main Street, Park Forest, IL 60466
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CONDITIONS AND RESPONSIBILITIES OF RENTER

DEPOSIT/RENTAL FEES:

A signed contract, \$100.00 non-refundable date-hold fee and valid credit card (expiring after event date) must be submitted to reserve the venue. **THE DATE-HOLD FEE IS NON-REFUNDABLE.** If a credit card is not provided, a \$500 deposit must be submitted via cash, cashier's check or money order. **For all events serving alcohol, a valid ID, completed temporary alcohol permit, security fees and special event insurance with host liquor liability are due at the time of contract submission. These incidental fees are non-refundable.** If submitting a contract electronically, all original documentation is required within 7 business days via mail or in person delivery.

➤ The following are due thirty (30) days prior to your event:

- All remaining rental fees
- Proof of registered Park Forest caterer
- If an outside Caterer is used, you will need to provide proof of license and insurance
- Temporary Alcohol permit (if serving alcohol)
- Host liability insurance or Host liquor liability insurance (if serving alcohol)

➤ **No terms are implied or granted. NO EVENT WILL BE ALLOWED TO COMMENCE UNTIL FULL PAYMENT AND REQUIRED DOCUMENTS ARE RECEIVED.** No extra hours will be allowed on the day of the event. Please include your set-up and clean up time accordingly.

Payments must be made to VILLAGE OF PARK FOREST. Cash, cashier's check and major credit cards are accepted. A credit card authorization form is located on the last page of this contract.

No refunds will be granted if host cancels 45 days or less leading up to his/her event. Hosts providing 46 days or further notice will only be refunded rental fees (NO security, permit, insurance, or date-hold fees).

GUEST COUNT

Final guest count must be submitted in writing at least ten (10) days prior to your event.

Capacity

- Maximum 200 guests

INSURANCE:

Special Event Liability Insurance is **REQUIRED** of all renters and is due when the completed contract is submitted. This insurance may be purchased through the host's own insurance company or Dining on the Green can acquire the insurance through a third party agent. The insurance must, at renter's sole expense, provide public liability and personal property damage insurance, insuring DINING ON THE GREEN and VILLAGE OF PARK FOREST employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising from renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$1 million, and general aggregate liability of not less than \$2 million.

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Dining on the Green, 349 Main Street, Park Forest, IL 60466
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The following verbiage **MUST** be listed on your policy: **Additional Insured: Village of Park Forest, it's officers, employees, agents and volunteers with respects to general liability.**

If *alcohol will be served, be sure the Special Event policy includes **HOST LIQUOR LIABILITY*** coverage to protect yourself against alcohol - related accidents, as you are ultimately liable for the safety of your guests. Established catering services may use their license and insurance to cover this – A copy of the Certificate of Insurance **MUST** be provided and **MUST INCLUDE** the required liability limitations.

Any/all Park Forest caterers and/or outside vendors, companies, and/or institutions **MUST** provide a copy of their Certificate of Insurance and Catering License to DINING ON THE GREEN, naming the DINING ON THE GREEN/ VILLAGE OF PARK FOREST as stated, and will be delivered at least 30 days prior to the event. A sample copy (with correct verbiage) of the Certificate of Insurance is attached.

LOAD-IN/LOAD-OUT AND STORAGE

All load-ins and load-outs must take place within the designated timeframe given by DINING ON THE GREEN. If there is an event prior to yours, a timed delivery will be required. DINING ON THE GREEN is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the Host or Host's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by Rental Company, Host, or Host's representative.

No additional tables or chairs may be brought in from an outside vendor without approval.

** Storage is NOT available **

Any items left after the event will be disposed of by the staff of Dining on the Green.

LOST AND FOUND:

Dining on the Green takes no responsibility for personal possessions left on premises during or after an event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

SMOKE-FREE FACILITY:

Dining on the Green is a smoke-free facility. Although the building is equipped with fire sprinklers, the Venue is located in a potentially flammable historic building. No open flame, frying or any cooking that will create excessive smoke is allowed.

Smoking is not permitted within 25 feet of the entrance. No smoking in any restroom or hallway. If smoking materials are discarded in planters, sidewalks or grounds, a cleanup charge will be imposed. Any guests violating the smoking restrictions will be asked to leave the premises by the event staff or Park Forest Police Department.

CATERING, CLEANING, TRASH AND EQUIPMENT REMOVAL:

Dining on the Green will be presented in clean condition prior to your event. **You are required to return the space in the same clean condition as it was found unless payment for clean-up was made.** All trash must be collected, properly bagged and removed by the host or the caterer. All catering equipment must be removed by host or caterer upon host's departure. All furniture must be returned to its original position.

EVENT SPACE RENTAL AGREEMENT AND CONTRACT
Dining on the Green, 349 Main Street, Park Forest, IL 60466
[DINING ON THE GREEN IS UNDER 24 HOUR VIDEO SURVEILLANCE](#)

Please refer to check lists posted in the Dining on the Green supply cabinet.

Failure to remove or clean will result in an additional fee of **\$500** and will be charged to the host's credit card on file. DINING ON THE GREEN and VILLAGE OF PARK FOREST encourage those renting the space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions. DINING ON THE GREEN proudly commits to as close to zero waste events as possible.

CATERING STANDARDS

It is **REQUIRED** that a caterer from our DINING ON THE GREEN recommended caterers list be used for your event. Our required caterers have experience working at DINING ON THE GREEN and are familiar with our regulations, policies, and procedures. **Use of non-listed caterers, without prior APPROVAL, is PROHIBITED and subject to a \$500 fine.** Proof of a Park Forest Caterer must be submitted to Dining on the Green staff 30 days prior to event. The Village of Park Forest is authorized to receive a copy of the catering contract if an unapproved vendor is suspected.

In the event that you are adamant about using your own caterer, you will be required to show documentation that this is an active business, have a valid certificate of insurance, basset certificate, sanitation/serve-safe certificate. **This addition will require an additional fee of \$150.**

All caterers working at DINING ON THE GREEN are required to have a valid certificate of insurance, basset certificate, sanitation/serve-safe certificate on file with us.

DINING ON THE GREEN **does not provide a public kitchen**. Dishes, glassware, linens, pots, pans and utensils must be provided by event host and/or caterer.

SITE DECORATION:

Dining on the Green wants to make every event a special experience. Every effort will be made to allow hosts to prepare decorations reflecting their creative preference. You are allowed to move the furnishings (tables and chairs) for your event. When moving any furnishings, you must pick them up and carry the items to the designated areas. No dragging the chairs or the tables as it damages the carpet and the furniture itself. We ask that only the staff of Dining on the Green assist with moving any artwork, lighting, or antiques. No nails, screws, staples or penetrating items should be used on our walls, brick or fine wood. No tape or gummed backing materials is allowed on the columns or painted areas – Mirrors only. All tape and gummed materials must be properly removed and in an extreme case of any wall damage, the card on file will be charged. **All furnishings, including tables and chairs, must be returned to its original position after your event.** Dining on the Green will be provided in clean condition and the space should be returned in a clean condition immediately following your event. If the venue is not returned to the condition it was prior to your event, your credit card may be charged an additional **\$500** for cleanup fees.

The Following items are **NOT ALLOWED** in Dining on the Green.

- Candles/wax
- Glue/hot glue guns
- Popcorn

EVENT SPACE RENTAL AGREEMENT AND CONTRACT
Dining on the Green, 349 Main Street, Park Forest, IL 60466
DINING ON THE GREEN IS UNDER 24 HOUR VIDEO SURVEILLANCE

- Confetti/Glitter (including balloons filled with glitter/confetti)

If the above items are found in the rental space after your event, your credit card will be charged an additional **\$500** cleanup fee.

LIVE MUSIC/DJs/NOISE

DINING ON THE GREEN encourages music and lots of dancing! Please be mindful that the premises is located near residential units and neighborhood noise regulations do apply. If the renter's event creates a disturbance due to high noise volume, DINING ON THE GREEN's onsite manager has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances continue, DINING ON THE GREEN and VILLAGE OF PARK FOREST have the authority to terminate the event. In the event that a host's event is terminated, no portion of the event costs will be refunded to renter.

Loud music must end by 10 p.m. during weeknights (Monday thru Thursday and Sunday) and by midnight on weekends (Friday and Saturday).

Note: Article 29: Regulation of Noise

1. No person shall produce or allow to be produced by any machine, or device, music or entertainment or any combination of same, on residential property over which the person has ownership or control, a noise level more than five dB above the ambient at any point outside of the property plane.
2. No person shall produce or allow to be produced by any machine, or device, music or entertainment or any combination of same, on multi-unit residential property over which the person has ownership or control, a noise level more than five dB above the local ambient three feet from any wall, floor, or ceiling inside any dwelling unit on the same property, when the windows and doors of the dwelling unit are closed, except within the dwelling unit in which the noise source or sources may be located.

CITY, COUNTY, STATE AND FEDERAL LAWS:

Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, **NO EXCEPTIONS**. Host shall not sell alcohol on premises at any time. Host may not serve alcohol to minors on the premises at any time. Host agrees to ensure alcoholic beverages are consumed in a responsible manner. Dining On The Green reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of Dining On The Green or the safety of its staff, guests, or building contents.

LIABILITY:

Renter agrees to indemnify, defend, and hold DINING ON THE GREEN and VILLAGE OF PARK FOREST, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of

EVENT SPACE RENTAL AGREEMENT AND CONTRACT
Dining on the Green, 349 Main Street, Park Forest, IL 60466

DINING ON THE GREEN IS UNDER 24 HOUR VIDEO SURVEILLANCE

the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at DINING ON THE GREEN and VILLAGE OF PARK FOREST.

In the event DINING ON THE GREEN and VILLAGE OF PARK FOREST, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay DINING ON THE GREEN and VILLAGE OF PARK FOREST, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by DINING ON THE GREEN and VILLAGE OF PARK FOREST, including all collection expenses and interest due.

CONDUCT:

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and is cause for immediate expulsion. Host and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Dining on the Green staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of rental fee shall be made.

ATTORNEY FEES:

In the event Dining on the Green retains the services of an attorney to represent its interests in regard to the lease or to bring an action for the recovery of damages or other charges, the Host agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.

ENTRY AND EXIT:

Renter acknowledges that DINING ON THE GREEN and VILLAGE OF PARK FOREST staff may enter and exit premises during the course of the event. A representative of DINING ON THE GREEN may be on site during your entire event and will be checking periodically with the responsible parties to ensure everything is running smoothly. We will be available to respond should any issues or questions arise.

ACCEPTANCE

Host/Co-Host has read and acknowledges this agreement in its entirety.

Host Signature

Co-Host Signature

EVENT SPACE RENTAL AGREEMENT AND CONTRACT
Dining on the Green, 349 Main Street, Park Forest, IL 60466
DINING ON THE GREEN IS UNDER 24 HOUR VIDEO SURVEILLANCE

DON'T.....

- _____ 1. Don't enter the facility prior to the time scheduled on your contract.
- _____ 2. Don't unplug or remove the table lamps.
- _____ 3. Don't unplug or change the timers on the lights/lamps.
- _____ 4. Don't remove any of the Village's decorations (including flowers, wreaths, potted plants/trees, benches, tables, lamps, etc.).
- _____ 5. Don't decorate the green duct work.
- _____ 6. Don't decorate the trellis above the bar.
- _____ 7. Don't stand on the bar.
- _____ 8. Don't decorate the chandeliers.
- _____ 9. Don't use fire burning candles, glitter, glue, or confetti for your decorations.
- _____ 10. Don't put table coverings on any of the Village's decorative tables.
- _____ 11. Don't pull the blinds up.

DO.....

- _____ 1. Do PICK UP the key FRIDAY (before your event) by 1:00pm.
- _____ 2. Do **LIFT** the round tables when moving them – Rolling the tables damages the outer trim.
- _____ 3. Do decorate the round and/or rectangle tables.
- _____ 4. Do use balloon arches, pipe and drape, cut-outs, etc.
- _____ 5. Do use a registered Park Forest Caterer, unless otherwise agreed.
- _____ 6. Do use the ice bins behind the bar.
- _____ 7. Do use the bar to serve your guests.
- _____ 8. Do open the blinds.
- _____ 9. Do pick up and take your trash out.
- _____ 10. Do clean up any spills.
- _____ 11. Do put everything back as you found it.
- _____ 12. Do report any damages immediately to the Dining on the Green Manager at 708.283.5648
- _____ 13. Do exit on time.
- _____ 14. Do have a good time.
- _____ 15. Do RETURN the key Monday by NOON. Keys can be returned in the Park Forest mailbox.

By initialing each item, I have indicated that I have read, understand, and accept all responsibility for leaving Dining on the Green clean, free of damage and placed as it was prior to the event. (Return with Contract)

EVENT SPACE RENTAL AGREEMENT AND CONTRACT
Dining on the Green, 349 Main Street, Park Forest, IL 60466
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KEY DEPOSIT ACKNOWLEDGEMENT

Please read this form carefully, complete the sections below, and sign to confirm your acceptance to the terms within.

Host: _____	Co-Host: _____
Company: _____	Company: _____
Title: _____	Title: _____
Host Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
Date of Event: _____	Key # _____
Key Pick Up Date: _____	Key Return Date: _____

The Key Deposit Acknowledgement Form hereby states:

The host/co-host has received a key for Dining on the Green for the above mentioned date of use in exchange for a valid credit card on file.

The Village of Park Forest has received a valid credit card in exchange for the above mentioned date of use for Dining on the Green.

I acknowledge receipt of the Dining on the Green key and promise to return it promptly when our event has ended or have been expressly asked to do so. I understand I will be charged \$250 if I do not return the key to the Village of Park Forest – Economic Development & Planning Office. The key can also be returned in the Village of Park Forest mailbox in an envelope addressed to Evelyn Randle. Renter will be responsible for any above option selected.

I FURTHER AGREE & ACCEPT THE FOLLOWING:

- I accept I am not allowed to write the venue’s address on the key or on the key ring holding the key (or any item near which the key will be kept) for security reasons.
- I accept I am not allowed to share or give this key to any individual not listed on this contract.
- I accept failure to return the key **WILL RESULT IN A \$250 KEY CHARGE**
- I accept failure to return the key (or loss of the key) will make me personally liable for the cost of replacement keys and locks.

Host Signature

Date

Co-Host Signature

Date

EVENT SPACE RENTAL AGREEMENT AND CONTRACT
Dining on the Green, 349 Main Street, Park Forest, IL 60466
DINING ON THE GREEN IS UNDER 24 HOUR VIDEO SURVEILLANCE

CREDIT CARD PAYMENT AUTHORIZATION FORM

DINING ON THE GREEN requires a credit card to be on file during the entirety of your event.

Please complete and sign this form authorizing DINING ON THE GREEN (VILLAGE OF PARK FOREST) to charge the credit card listed below. Once complete, please email to DOTGreservations@VOPF.COM or fax to 708.748.4355.

By signing this form you give DINING ON THE GREEN (VILLAGE OF PARK FOREST) permission to debit your account as indicated below. This permission does provide authorization to charge the card on file for any balances due 30 days prior to the event if final payment has not been received. This permission does not provide authorization to charge the card on file for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize DINING ON THE GREEN (VILLAGE OF PARK FOREST) to immediately charge my credit card a non-refundable date-hold fee of \$100.00. This permission does provide authorization to charge the card on file for any balances due 30 days prior to the event if final payment has not been received. **Note:** Date-hold fees in the amount of \$100.00 are non-refundable. This form includes Verbal authorization.

Note: Any rental balances will be charged to this card twenty-nine (29) days prior to your event.

The following additional charges may be applied to your card:

- \$250.00 if key is not returned immediately after event
- \$500.00 cleaning fee if facility/furniture is damaged or unclean after event
- \$500.00 fine if caterer is not from the recommended DOTG Catering list or agreed upon prior to the event
- \$750.00 fine if alcohol is served without insurance, permit and security
- Additional rental fees if host exceeds time as listed on contract.

If you choose to use an alternative form of payment, all due dates remain the same. If the alternative method of payment has not been received by the due date, the credit card on file will be charged.

Account Type: <input type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> AmEx <input type="radio"/> Discover
Cardholder Name _____
Credit Card Number _____
Expiration Date _____ (MM/YY) CVV2 Number _____ (3 digit number on back of Visa/MasterCard or 4 digits on front of AmEx)

Billing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

SIGNATURE _____ DATE _____

I authorize DINING ON THE GREEN (VILLAGE OF PARK FOREST) to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above and includes verbal authorization. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

EVENT SPACE RENTAL AGREEMENT AND CONTRACT
Dining on the Green, 349 Main Street, Park Forest, IL 60466
DINING ON THE GREEN IS UNDER 24 HOUR VIDEO SURVEILLANCE

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EVENT SPACE RENTAL AGREEMENT AND CONTRACT
Dining on the Green, 349 Main Street, Park Forest, IL 60466
[DINING ON THE GREEN IS UNDER 24 HOUR VIDEO SURVEILLANCE](#)

Dining on the Green Booking Checklist

So, you have chosen Dining on the Green for your event location.
 Use the boxes to the left of the items to check off tasks as you complete them.

IS THE DATE AVAILABLE?

- Call to schedule a 15 minute viewing of Dining on the Green.
- Complete Contract*
 1. Must include a copy of HOST’s valid Driver’s License
 2. Must include a copy of the HOST current credit card (that expires after the date of your event – no Reloadable credit cards). Credit card **MUST BE** on file.
 3. Must include the set up/tear down times in the total number of hours listed. Any additional hours or additional time will be charged.
- Submit Payment of \$100 for Non-Refundable Booking Fee with **COMPLETED CONTRACT**
 1. Hard copy of contract must be on file with The Dining On The Green Mgt. Office within ten (10) days of booking

PAPERWORK TO COMPLETE

- Special Event Insurance
 1. Must be purchased through www.theeventhelper.com or 1-855-493-8368
 2. Must include Host Liquor Liability, if serving alcohol
 3. Must be provided, and a copy on file, 30 days prior to the event
- Temporary Alcohol Permit (if serving alcohol)
 1. Must be completed and signed 30 days prior to the event
 2. Must provide a copy of the HOST’s valid Driver’s License with permit application
 3. Payment for permit must be received 30 days prior to the event
 4. Payment for security must be received 30 days prior to the event
- Caterer
 1. Proof of Park Forest Catering or agreed upon Caterer or paid invoice must be submitted 30 days prior to the event.

DUE DATES

- | | | |
|---|---|--|
| <input type="checkbox"/> Is your event within 30 days of the signed contract? |  | <input type="checkbox"/> YES – Balance due TODAY
<input type="checkbox"/> No – proceed below |
| <input type="checkbox"/> Is your event more than 30 days in the future? | | <input type="checkbox"/> YES – Only Booking Date Hold Due TODAY
<input type="checkbox"/> No – see above |
| <input type="checkbox"/> 30 Days to the Big Event |  | <input type="checkbox"/> All balances DUE TODAY
Including any permits, insurance, proof of caterer. If not received, event will be cancelled and no monies returned. |
| <input type="checkbox"/> 45 Days to the Big Event | | <input type="checkbox"/> Cancel today to get your RENTAL fees back (\$100 Non Refundable Booking Fee, Permit fees, and Security ARE NOT refunded, only Hall Rental Fees) |
| <input type="checkbox"/> FRIDAY before event – PICK UP key by 1pm | | |
| <input type="checkbox"/> MONDAY after event – RETURN key by Noon | | |