

# Granite City Senior Center Hall Rental Agreement

Rental Reservations for the hall must be made at Granite City Township Supervisor's Office located at 2060 Delmar Ste A.

A completed application with applicable charges paid in full and security damage deposit must be included for approval. The Township reserves the right to deny use of the hall for any event deemed to be contrary at the discretion of the Township office. The Township may also revoke any previously permitted occupant at any time at the discretion of the Township staff.

Occupancy of the Main hall cannot exceed a maximum of 400 people at any time.

The Small room cannot exceed 35 people.

\*The person who signs this contract must be the individual present at opening and closing. You are responsible for the hall while it is rented.

## Hall Hours available for rental:

Monday- Thursday: 4pm- 10pm

Friday: 4pm- 11pm

Saturday: 8am- 11pm

Sunday: 8am- 10pm

## Fees:

### **Main Hall:**

Resident: \$75 per hour with a \$100 deposit

Non-Resident: \$125 per hour with a \$200 deposit

### **Small Room:**

Resident: \$50 per hour with a \$100 deposit

Non-Resident: \$75 per hour with a \$200 deposit

**\*Any group organization, business or individual charging entry to their event will be required to show proof of liability insurance with the Township listed as an additional insurer on the policy. The amount must be \$1 million.**

Granite City Township Senior Center

2060 Delmar Avenue Ste. A

Granite City, IL 62040 618-877-0513

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

Business/Title: \_\_\_\_\_

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

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

Rental date: \_\_\_\_\_

Times Requested (included set-up and clean-up)

Open Hall:

Close Hall:

Number of participants expected: \_\_\_\_\_

Purpose of rental:

\_\_\_\_\_

Rental Fee: Hours x Fee=

\_\_\_\_\_ x \_\_\_\_\_ =

**\*Security Deposit (Must be paid separately)**

**Total Due:** \_\_\_\_\_

**Cancellation Policy:**

Rental Fees AND Security deposit must be included with the application to be considered for approval. Rental fees will be refunded in full if a reservation is cancelled 14 days prior of the scheduled event.

**By signing you agree to all the terms set forth and any other conditions specified by the Township Supervisor and staff.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Special conditions set forth by the Township Board Supervisor and/or Township staff.

---

---

---

---

---

Special arrangements requested by renter:

---

---

---

---

**Rules and Information for Using the Kitchen During Your Event**

1. There will be NO FRYING in the kitchen. We are not equipped with a hood designed for grease nor do we have a grease trap in the plumbing.
2. Applicant must provide their own kitchen equipment including but not limited to pots/pans, utensils, can opener, pitchers, mixer and coffee maker.
3. Applicant must provide their own rags and cleaning supplies.
4. Kitchen must be returned to the same condition you found it in.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Signature : \_\_\_\_\_ Date: \_\_\_\_\_

## Rules and Information for Hall Rental

Initial every rule indicating your acknowledgement of the rules.

1. NO alcoholic beverages are allowed under ANY circumstances. This includes the facility and surrounding premises. Anyone violating this will be immediately asked to leave the property and the applicants(s) will be banned from requesting the use of the hall in the future and will result in the Township retaining all fees and security deposit collected for the event.
2. No Smoking anywhere within the building. The Granite City Township Hall is a smoke free facility.
3. No equipment installation or building modifications are to be made unless approved in advance by the Township Supervisor or office staff.
4. No tape, nails, tacks, pins or staples may be applied to any surface, walls, floors or ceilings. The applicants(s) must remove all decorations immediately following the event. A \$25 fee per hour will be deducted from the security deposit if a Township employee is required to remove any or all remaining decorations. (The minimum fee will be \$25)
5. No candles or other flammable materials shall be allowed or used within the facility or surrounding premises except for food warming equipment.
6. No property belonging to the Township shall be removed or displaced in any way unless granted permission by the Township Center director in advance. DO NOT pull your vehicle onto our sidewalk. It can cause damage to our sidewalks and building.
7. The set-up of chairs and tables is the responsibility of the applicant(s) utilizing the facility. Hall must be left as it was found. Sweep floor and take trash to dumpster behind building. The applicant(s) are also responsible for the return of the tables and chairs to their original storage locations in good order or the security deposit will be forfeited.
8. All designated areas marked "handicapped parking" must be kept clear unless used by a designated person. This is the responsibility of the applicant(s).
9. There is parking in the rear of the building, on the street, side of building and an additional lot across the street from the front of the center. The Township will not be responsible for any personal property, such as but not limited to vehicles that are damaged, vandalized or stolen.
10. Applicant(s) must abide by all rules and regulations of this agreement along with any special conditions the Township Supervisor/staff may set forth upon approval of said request. Any comments or complaints of the applicant(s) shall be addressed in writing to the office of the Township Supervisor at 2060 Delmar, Ste A, Granite City, IL 62040
11. Upon approval of the application for hall rental, the applicants(s) agree to be responsible for ensuring the Granite City Township Hall rules and regulations set forth by the Township Supervisor/staff will be abided by and accept full responsibility if any are not abided by.

12. The applicant(s) shall insure the activities/events will be properly always controlled and will furthermore ensure that all persons under the age of 18 years will be properly always supervised during the event.
13. The applicant(s) will be responsible for the safety of their guests. Any Township employee has the right to summon local law enforcement if unruly behavior is not controlled at their discretion.
14. The Granite City Township Supervisor or staff will not be responsible for any valuables brought onto the premises by anyone attending the said event.
15. The Granite City Township Supervisor/staff furthermore reserve the right to amend or modify these rules and regulations at any time.
16. Anyone falsifying their residence/identity will lose their deposit and hall rental fees. They will be banned from future rental.
17. Do not move piano. No dancing on tables. No bounce houses. Do not use hall as gymnasium.
18. Do not put 2 plugs into 1 outlet receptacle.