

# Harrison Park Clubhouse Rental Request and Contract

This agreement is for the **Main Floor Facilities Only**, and does not include the basement area or the second floor area. Use of grounds other than the parking lot is prohibited, unless written approval is received from the Recreation & Public Facilities Manager. This form must be fully completed, signed by all parties concerned, and conditions met, before this Facility Request is confirmed.

## Rental Fee: \$100 per hour + \$200 Security Deposit\*

\* The security deposit of \$200.00 is required of all renters. The deposit is in addition to the hourly rental fee, and will be returned if there is no damage or excessive cleaning is needed to the facilities. Building will be inspected prior to and directly after each event. Any damages and or loss to equipment and or facility will be billed to the renter. Renter is responsible for full cost to repair and/or replacement value. Payment of the security deposit is required when the key to the facility is picked up.

\*A non-refundable booking fee of \$100 is due within 7 days of making your reservation. This fee is applied to your hourly rental fee.

\*Hourly rental fee is non-refundable.

**Description of Event:** \_\_\_\_\_

**Sponsored by:** \_\_\_\_\_

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

**Estimated Attendance:** \_\_\_\_\_

**Prior Day Set-Up Requested for additional \$200 fee?**      Yes      No

**Start Time of Event:** \_\_\_\_\_ **End Time of Event:** \_\_\_\_\_ **Number of hours rented:** \_\_\_\_\_

**Responsible person:** \_\_\_\_\_

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

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

**Email Address:** \_\_\_\_\_

## Fees to be Charged:

Rental of Ballroom (\$100 x # hours rented)

Setup Day

Total Rental Fee


**Total Rental fee must be paid in full by:** \_\_\_\_\_

**Will you be having alcohol at the event?**    Yes        No

**\*If yes**, you are required to apply for and obtain a **Temporary Liquor License** with the City Clerk's office and obtain **Dram Shop Insurance** that names the City of Danville as co-insured. The license and insurance certificate must be received **30 days prior to your scheduled event**. (Dram Shop Insurance covers the business and/or individual that serves alcohol. The insurance protects the insured from being liable for accidents caused by customers who may become intoxicated at your event.)

**Is this a private or public event?**    Yes        No

**\*If this is a public event**, you are required to apply for and obtain an **Event Permit** through the City Clerk's office and provide a copy of the permit **30 days prior to your scheduled event**.

### **General Rules**

1. Rates include use of available tables, chairs, TV's, and the kitchen.
2. Set up and decorating is the responsibility of the applicant.
3. All fees must be paid in full no later than 30 days prior to the event. Events that are not paid in full prior to 30 days of the event will be canceled.
4. Applicant is responsible for any permits or licenses required for each event, including insurance, and for any additional costs incurred above and beyond those listed herein.
5. **Liquor is permitted**. However, the sale of liquor, such as a cash bar is **not permitted** unless a liquor licenses and dram shop insurance is obtained.
6. Decorations will be limited to table centerpieces and flame enclosing globe candles and free standing displays. **NO** taping, tacking, nailing, gluing, etc. of materials to the walls, floors, ceilings, light fixtures or structural members of building will be permitted. Free standing displays will be permitted, if not attached to building structure in any way, and protection of wall and floor coverings is assured. **Absolutely no confetti, glitter, shredded Mylar; tinsel, straw or cornhusks will be permitted.**
7. The City will not be responsible for any items brought in or left behind by applicant or invitees of applicant.
8. Contracted services such as Catering, Bands, or DJ, are the sole responsibility of the applicant, and **NOT** the City of Danville. Caterers and suppliers will also be required to remove their items immediately following your event. Caterers will assume full responsibility for providing **ALL** items necessary to cater the event.
9. All items brought into the facility by the Renter for the event must be removed immediately after the event unless special arrangements with the office have been made prior to the event.
10. In compliance with the Fire Code, the maximum Clubhouse occupancy is 300.
11. Applicant will pick up a key to the building the day before the event and return the key the first business day following the event to the office at City Hall 17 West Main Street. The key is not to be used prior to the day of the event unless a set-up day has been requested and the additional fee paid in full. **The security deposit will be retained if either of these regulations is broken.**
12. If there is no event booked at the building on the day prior to the applicant's rental date, the applicant will be allowed into the Clubhouse to decorate at an additional fee of \$200.00. These arrangements must be made at least 30 days prior to the date of the event.
13. The Clubhouse may not be booked past midnight. The custodian will come at the close of the event to clean the building for the next scheduled event. The applicant is responsible for making sure that all invitees leave the building and remove all items within 45 minutes after the event is over, locking all doors before leaving the property.
14. The Harrison Park Clubhouse is a **SMOKE FREE** facility.

15. In the event there are any problems during the rental of the Clubhouse, please feel free to call the following numbers:

Rental/Finance Office: 431-3451 (M-F 8am to 4pm)  
 Recreation Superintendent: 431-2272 (M-F 7am to 3:30pm)  
 After Hours/Weekend Hours: 304-0849 or 304-0437  
 Police Department: 911

- 16. Renters must be 21 years of age or older.
- 17. City staff reserves the right to control volume of amplified sound.
- 18. Ticket sales and cash collecting are not permitted on the premises, unless approved by City clerk 10 days prior to event.
- 19. Any social or similar public event is required to have security at the renter's expense. Renter is required to hire one police officer per 100 guests to provide this security service. Receipt of payment to police department is required 30 days prior to event.
- 20. No Wi-Fi/internet connection available.
- 21. In the event Renters are responsible for excessive cleanup costs and repairs for any damage, the Security Deposit shall be applied to such costs. If the security deposit is not sufficient to reimburse the City for all costs of cleaning and repairs, the City shall invoice Renters for the remaining balance due. Any remaining balance due shall be paid within 30 days from the date of the invoice. If the balance due is not paid within such 30-day period, the City shall file suit in the circuit court to recover such balance due. If the City files suit, Renters shall be liable for all of the costs of such suit, including court costs and reasonable attorneys' fees.

In signing this request, I assume all responsibilities for abiding to the rules and regulations, which have been explained to me that govern the use and rental of the Harrison Park Clubhouse, and assume full responsibility for the conduct and actions of those attending this activity, and for any damages or violations incurred as a result of your use.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

**Finance Office Use Only**

	Date	Amount	Balance Due
Booking Fee			
Payment			
Deposit			Key #