



## Streamwood Park District



# Hoosier Grove Barn Facility Policies

1. Reservations may be taken as early as 18 months in advance of the desired rental date and at least three weeks prior to the event. All contracts must be signed by an adult at least 21 years of age.
2. A guaranteed rental reservation will not be made without a deposit. All rental fees must be paid in full thirty (30) days prior to the rental date.
3. Subject to approval of management, a rental may be postponed for no more than 12 months. All postponed rentals are subject to availability and to current prices and policies for the new rental date. All postponed rentals are subject to a service fee of \$50.00.
4. The Village of Streamwood has issued a liquor license to the Streamwood Park District for the Hoosier Grove Barn. The Streamwood Park District carries dram shop insurance for parties purchasing liquor. All alcohol must be purchased and consumed on premises. No one other than Hoosier Grove Barn staff may serve or bring alcohol into any Streamwood Park District facility. The sale of alcoholic beverages to minors is prohibited. Only those 21 years of age or older may purchase or consume alcoholic beverages.
5. If a cancellation is made within 5 working days of signing the contract, any deposit fees paid will be refunded. (For parties booked less than one month before rental, 1 day cancellation will be given for each week before the booked date.) After 5 working days, the deposit becomes nonrefundable. When a verbal cancellation is made, a letter of cancellation must be received within 5 days of date of such verbal cancellation, or the Park District will retain the deposit. If cancellation is made after balance of rental fees have been paid, the Park District will retain all rental fees. If a subsequent rental is made to another party, a refund of all or part of the rental fees will be made for income recovered by the Park District through that new rental, less the rental deposit of \$300 for non alcoholic parties /\$350 for alcohol parties.
6. One representative from the renting group/organization is solely responsible for making all the arrangements with Park District staff.
7. Set up and take down time of tables and chairs by Park District staff is not included in the rental time. However, a renter's custom decorating time, caterer, DJ's set up and break down time, and general clean up time is included in the rental period. An additional fee will be charged for each additional hour or portion thereof that is used for these tasks.
8. The use of nails, hooks, scotch tape, double-faced tape or other such items used for decorating are prohibited. Masking tape is the only adhesive that may be used in the Hoosier Grove Barn. Candles are prohibited.
9. All children in attendance must remain in rented room. They are not allowed to remain unsupervised in other areas of the building, such as the elevator, hallways or bathroom facilities.
10. Room capacities must be adhered to. Room capacities are set by the Streamwood Fire Department to ensure your safety. The capacity of the Hoosier Grove Barn is 150. Surpassing room and/or building capacities will result in the event being closed and guests will be asked to leave the premises without refund.
11. Collecting admissions or tickets at the door, or selling/collecting admission/tickets on the premises (parking lot) is prohibited unless you are an established nonprofit group, and have received permission from the Park District.
12. All Streamwood Park District ordinances must be strictly adhered to, including, but not limited to: No smoking, illegal substances or gambling (bingo, raffles, etc.). The Hoosier Grove Barn is a smoke-free facility. Smoking is not permitted in any part of the building at any time. There is a designated outdoor smoking area; please ask guests to use the designated smoking area.
13. Please do not throw any items (e.g., rice, birdseed, confetti) inside the Barn. Piñatas & bubbles are also not allowed. These are difficult and costly to clean up. The throwing of birdseed, piñatas, & bubbles are permitted outside of the Hoosier Grove Barn only. Fog machines are only allowed with a certificate of insurance and prior approval.
14. Hoosier Grove Barn includes historic exhibits. We encourage your guests to enjoy the display, however, we ask that you and your guests treat the exhibits and artifacts with museum-like care. Please do not touch or handle panels and artifacts. Adhering any decorations to the exhibits is prohibited. Also, no artifacts nor any part of the exhibits can be moved by renters.

15. DJs and bands are welcome at Hoosier Grove Barn. Due to noise ordinances the use of loud speakers outdoors is limited and must be approved by the Park District event staff.
16. Tables and chairs may not be taken down or moved during an event.
17. Lights must remain on in room during events.
18. Driving and/or parking in any area other than the parking lot is prohibited. No parking is allowed on the circle drive, on the lawn or sidewalks.
19. Outside serving of food and beverages will be permitted only during rental hours and in close proximity to the Hoosier Grove Barn, with specific location to be approved by Hoosier Grove staff member.
20. Park District kitchen supplies and utensils are not available for use by rental groups or their caterers.
21. Each group is responsible for the general cleanup of room or facility being rented. General cleanup refers to removing all loose trash from the tables, kitchens and other used areas and placing it into the refuse containers provided in the rooms. Also, all decorations must be taken down and removed at the conclusion of the event.
22. An Event Supervisor, a Park District Employee, will be present during the rental period. They will provide assistance in a manner appropriate to their responsibilities and they are there to ensure that the facilities, grounds and equipment are left in satisfactory condition.
23. Prior to signing the Rental Walk Through Form the renter will be responsible for checking both the facility used and the outside area in presence of the Event Supervisor to make certain that it is left in the same condition as before rental. This includes removal of all decorations and signs. It is the responsibility of the renter to see that the caterers provide proper cleanup. Cleanup charges will be assessed for Hoosier Barn staff completing cleanup left unfinished by renter.
24. A permit may be revoked at any time due to the misconduct of individuals in the group or for misuse of the property, Such behavior may result in immediate removal from the premises by the Streamwood Park District without refund.
25. Facility renter shall be financially accountable for any unseen expenses incurred by the Park District resulting from negligence on the part of the renter and/or his/her/its guests. By signing the Rental Agreement, the signer agrees to accept this responsibility. A maintenance/damage deposit will be required for use of the Hoosier Grove Barn. Any costs for extra maintenance/damage repairs will be deducted from that deposit. If maintenance /damage cost exceed the deposit, the renter remains responsible for those costs. The repair and/or replacement costs must be paid within 2 weeks following the event. The group responsible for any such damage(s) may be denied future use of Park District Facilities.
26. Facility Renters not out on time will be charged \$25 for every 15 minutes they run over.
27. Temporary structures (tent, stages, etc.), fun equipment (inflatable's, pop corn machines, dunk tans, etc.) and entertainers (clowns, face painters, magicians, etc.) are permitted with prior written approval by the Streamwood Park District and appropriate Certificate of Insurance.
28. Individual accident and health insurance is not provided by Streamwood Park District.
29. The Streamwood Park District is not responsible for lost, stolen, or damaged personal items or rental equipment.
30. The Streamwood Park District staff reserves the right to act in the best interest of the District with regard to items not specifically addressed in the above rules and regulations.

I have read and agree to abide by all policies and procedures listed on both sides of this form. Noncompliance with any of these policies may result in the loss of my deposit and/or early closure of my event, and possible loss of future rental privileges.

X \_\_\_\_\_ Date \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_