



147 South Michigan Avenue ♦ Bradley, Illinois 60915
Phone: 815.936.5100 ♦ Fax: 815.933.9496 ♦ www.bradleyil.org

COMMUNITY CENTER APPLICATION AND RENTAL AGREEMENT

428 W. Broadway Street Bradley, IL 60915, 815-933-3715

Name: _____ Organization (if applicable): _____

Address: _____

Primary Phone Number: (____) _____ Secondary Phone Number: (____) _____

Email Address: _____

Date(s) Requested: _____ Start Time: _____ End Time: _____ Total Hours: _____

Activity: _____ Expected Attendance: _____

Is this event open to the public? _____, Will vendors/caterers be at this event? _____

Package rates are based on a **3-hour** time slot. Times subject to availability.

Rental Options	Fees	Total Fees
<u>Multi-Purpose Room Celebrations Package</u> : Max capacity for sit down event: 120; Max Capacity for standing room event: 200. Includes: Use of 15 tables & 52 chairs, including kitchen access	\$300.00	
<u>Multi-Purpose Room Standard Package</u> : Max capacity for sit down event: 120; Max Capacity for standing room event: 200. Includes: Use of 15 tables & 52 chairs. No kitchen access.	\$200.00	
<u>Additional Time</u> : Half-hour increments	\$50.00	
<u>Non-Refundable Late or Modified Booking</u> : Renter will be charged if payment is late or makes changes to rental time/date/room less than 30 days of the original event date.	\$50.00	
<u>Table and Chair Package</u> : includes banquet table & chair set-up. Clean-up, includes garbage disposal, cleaning, decoration tear down and table & chair tear down.	\$500.00	
<u>Security Deposit</u> : Refunded after rental if all rules were followed (Required for all rentals)	\$100.00	\$100.00
All Rental fees are due at the time of registration. Deposits will not hold a date.	Total Fees	

Applicant Signature

Date

RULES AND REQUIREMENTS

The applicant acknowledges that they have read and will adhere to the rules and requirements outlined below. The applicant also understands that the Village of Bradley reserves the right to retain the deposit amount if attendees do not comply with the stated expectations listed below:

1. **Smoking Prohibited.** Smoking, including the use of e-cigarettes, is prohibited inside the building and within 50 feet of any entrance.
2. **Décor.** The renter is responsible for all decorations, table and chair coverings, catering services, and serving utensils. The renter is also responsible for the setup and teardown of tables and chairs unless otherwise specified in the permit application. The use of nails, tacks, or any hanging devices that could damage walls, exhibits, railings, or ceilings is prohibited.
3. **Clean-Up.** If applicable, the Renter shall clean all dishes, tables, and dispose of garbage, restoring the facility to its prior condition, unless otherwise agreed in writing. Failure to do so may result in non-return of the deposit.
4. **Applications and Late Fees.** Applications must be completed at least 45 days prior to the desired event. Due to scheduling requirements, any additional time requested for an event must be arranged at least 30 days prior to the event. Late fees will apply to any changes made within 30 days of the scheduled rental.
5. **Cancellation.** Cancellations made 30 days prior to the event will receive a full refund. Cancellations made less than 30 days but more than 7 days in advance will receive a 50% refund. Cancellations made less than 7 days prior to the event will not be refunded.
6. **Guests and Supervision.** Applicants must be over 21 years old and provide proof of age and adequate insurance coverage if required. Groups with participants under 18 must have adult supervision—one adult for every ten children. All activities must comply with approved ordinances and policies.
7. **Vendors.** Vendors, food trucks, sound equipment, DJs, bounce houses, and bands are only permitted with prior written approval from authorized Village staff, and all vendors must provide proof of insurance.
8. **Unlawful Activities Prohibited.** No unlawful activities are permitted during the rental period. Unlawful conduct among patrons before or during an event may result in the cancellation of permits and restrictions or denials of future permit requests.
9. **Publicized Events.** Publicized events must include the statement “This is not a Village of Bradley Event” in all publicity and advertisements.
10. **Fees for Admission and Gambling.** Charging admission for monetary gain or fundraising purposes requires prior approval from the Village. Gambling and betting are prohibited.
11. **Cancellation By Village.** Permits may be canceled by the Village, with notification to the applicants and refunds provided according to the refund policy. The Village of Bradley also reserves the right to close facilities in the event of hazardous weather conditions.

Applicant Signature

Date



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FACILITY USE AGREEMENT

Lessee(s), (hereinafter "Renter") agrees to lease the Community Room from the Village of Bradley, located at 428 W. Broadway Street, Bradley, IL 60915.

Date(s): _____, Time: _____, Activity: _____, Attendance: _____

Facility Fee: \$ _____, plus Security Deposit Fee; \$100.00 = Total: \$ _____

1. **Timing and Usage.** The Renter shall not enter, occupy or use the Community Center until the time(s) and date(s) specified above and approved. The Renter must vacate the facility by the indicated time, or the Renter will incur a pro-rated charge for every half hour overtime.
2. **Payment.** Full payment is due upon reserving the facility and at the conclusion of the rental period.
3. **Deposits.** Deposits may be refunded within 3 to 4 weeks after the rental, provided there are no damages or additional fees incurred.
4. **Damage.** The Renter is liable for any damage to Village property arising out of the use of the Community Center, excluding normal wear and tear.
5. **Indemnification and Release.** The Village does not assume any liability for property loss or stolen on the Village premises, or for personal injuries sustained on the premises during Renter's use of the Community Center. Renter hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that Renter may sustain as a result of this Agreement. Renter further agrees to waive and release the Village from any and all losses, claims, suits or judgments or damages that Renter might sustain as a result of any and all activities connected with or associated with the use of the Facility. It is fully understood and agreed by the parties that the Renter guarantees to defend, indemnify and hold harmless the Village, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement and usage of the Community Center.
6. **Village Equipment.** Village equipment and property shall NOT be removed from the premises without the permission of the Village Administrator.
7. **Alcoholic Beverages.** Unless otherwise permitted, no beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. A violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the Village under this Agreement. Additional forms and charges apply for use of alcoholic beverages. All alcohol permits are subject to approval of the Village Administrator. An additional deposit is required for all rentals with alcohol use.
8. **Inspection.** The Renter must inspect the facility before use and report any hazards to the Village.



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9. **Supervision of Guests.** The Renter is responsible for supervising guests and ensuring compliance with all rules. The Renter must be over the age of 21; Groups with minors must have one adult supervisor for every ten children.
10. **Insurance.** If applicable, Renter shall keep in force, to the satisfaction of the Village, at all times relevant hereto, liquor liability, general liability and bodily injury insurance in amounts of \$1,000,000.00 for each person and each occurrence, and property damage insurance in amounts of \$1,000,000.00 for each occurrence and aggregate total. The Renter agrees that before the covered function(s) may commence on the Village property/facility, the Renter shall furnish Certificates of Insurance for the insurance coverage required herein, naming the Village as an additional insured.
11. **Terms of Agreement.** This Agreement is non-assignable without the Village's prior written consent. This document represents the entire understanding between the parties and can only be modified in writing. This Agreement is effective only when signed and submitted to the Village along with the security deposit. This Agreement is governed by the laws of the State of Illinois.

Applicant Signature

Date

Village of Bradley Signature

Date

Please make checks payable to the Village of Bradley.

FOR OFFICE USE ONLY:

Receipt #: _____ Reservation #: _____

Rental Agreement Received: _____ Proof of General Liability Insurance: _____

Date Paid: _____ Amount Paid: _____ Deposit Paid: _____

Proof of Not-for-Profit (501C form): _____ Fees waived: _____

Deposit Returned: _____