



Hamel Community Center  
Rental Agreement  
(Room for 150.00)

**Lessee Contact Information:**

Name: **Angie Miller**  
Street Address: **7375 Jerusalem Road**  
City: **Edwardsville**  
State: **IL**  
Zip: **62025**  
Phone: **910-2628**  
Email:

**Event Type: (please check only one)**

☐ Wedding Reception ☐ Class Reunion  
☐ Birthday Party ☐ Holiday Party  
☐ Family Reunion ☐ Ceremony  
☒ Anniversary Party ☐ Training/Meeting Event  
☐ Wedding/Baby Shower ☐ Fundraiser  
☐ Antique/Craft Show ☐ Product Demonstration  
☐ Other (Please specify)

Event Date: **October 25, 2014**

Message on Marquee: \_\_\_\_\_

**Fee Detail:**



Large Room (225 person capacity)

Date  
(mm/dd/year)

Check #

\$150 deposit received  
(will get back if clean, no damage, etc.)

\_\_\_\_\_

\_\_\_\_\_

\$150 rental received

\_\_\_\_\_

\_\_\_\_\_

**Proof of Insurance**

Insurance Company Name: \_\_\_\_\_  
Insurance Company Phone: \_\_\_\_\_  
Insurance Policy #: \_\_\_\_\_  
Insurance Policy Expiration Date: \_\_\_\_\_  
Alcoholic Beverage Coverage Confirmed: \_\_\_\_ Yes \_\_\_\_ No

(over)

## Rules and Restrictions

1. Rental pertains to the Hamel Community Center.
2. The Center has a No Smoking Policy. Lessee will not permit smoking inside the Center. No cooking is permitted in the Center. All food preparation must take place off-premises. Use of kitchen appliances is limited to warming food items. Lessee will obtain all permits, licenses, etc., necessary and/or required for the rental activity.
3. No access to the beer tappers and if any alcoholic beverages are to be served during the rental, Lessee shall comply with all applicable laws relating to the serving of alcoholic beverages, and shall provide proof of insurance coverage for the serving of alcoholic beverages. It is unlawful to sell or offer for sale at retail in the Village, any alcoholic liquor without having a retail liquor license. Alcohol can be consumed only inside the Center. Alcohol may not be served after 12:00 a.m. the day of the event.
4. Rental time begins as mutually agreed between the lessee and the Village Clerk, but in no event will access to the Center occur prior to 9:00 a.m. on the day of the event. All amplified music or sound must cease by 12:00 a.m., and all persons must vacate the Center no later than 1:00 a.m. Any outdoor amplified music must obtain a permit from the Village Clerk's Office.
5. You can pick up the key, for the Center, the Friday before your event. (8:00 a.m. – 3:00 p.m.) The key for the Center is to be returned within two hours after the event. It may be placed in the secure drop box (Water Bill Collection Box) at the south east corner of the Village Hall.
6. This Agreement and the privileges granted herein, or any part thereof, cannot be assigned or otherwise conveyed by Lessee without the written consent of the Village Board of Trustees.
7. The Village reserves the right to enter the Center and inspect the facilities and activities at any time. This right is reserved for Village officials or representatives thereof.
8. The use of nails, tacks, tape, staples, screws, glitter, glue or confetti, is prohibited. Painter's removable tape and "Stik-tak" type product are allowed.
9. Lessee agrees to perform the following clean-up, immediately after the event: (see attached), Secure the Center, turning off all lights and locking all doors. The Village of Hamel is not responsible for items lost or remaining after the event concludes.
10. Lessee agrees to reimburse the Village for any damage caused by the Lessee or lessee's guests, to Center facilities, equipment, or personal property during the rental period. Lessee agrees to pay the Village's attorney fees incurred in the enforcement of this Agreement.
11. This signed Agreement, plus \$150.00 deposit, must be received in the Village Clerk's Office to hold the date. The rental fee is refundable only if cancelled within ten (10) days of the scheduled event.
12. Lessee agrees to indemnify and hold harmless the Village of Hamel, its officers, employees and agents, from any and all losses, claims, damages, liabilities, expenses, attorney fees and costs, and obligations arising out of and related to injury to or death of any person, or damage to or loss of any property occurring as a result of, related to, or in connection with the use of the Center facilities by me, the Lessee and/or Lessee's guests.

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village Official

\_\_\_\_\_  
Date



# HAMEL COMMUNITY CENTER CLEANUP:

- WIPE CLEAN ALL TABLES, CHAIRS, COUNTERS, ETC.
- CHAIRS GO BACK UP ON TABLES FACING STAGE
- SWEEP FLOORS
- MOP FLOORS (MOP IN STORAGE ROOM WITH CLEANER)
- TRASH TAKEN OUT (ALSO BATHROOMS) TO DUMPSTER

## *TABLES SHOULD BE PUT BACK LIKE THIS:*

