

Fischer Farm Rental Contract



Name of Applicant _____ Today's Date _____

Email _____ Phone _____

Address _____

City _____ State _____ Zip _____

Official Position (if applicable) _____

Name of Organization (if applicable) _____

Date(s) requested _____ Hours requested* _____ a.m. or p.m. to _____ a.m. or p.m.
**Hours requested should include your set up/clean up time.*

Type of function
Will money be collected? YES NO If so, what will the money be used for? _____

Expected Attendance _____ *Please note that for safety reasons, the barn has a capacity of 45 people.*

Rooms / Areas Requested: Granary Barn Photography Session Permit (Not required if renting the barn)

What type of decorations will be used (Please note: Balloons of any type are not allowed)

Are refreshments to be served? NO YES If yes, Beverages Snacks Full meals

Will liquor be served? NO YES If yes, liquor to be served from _____ p.m. to _____ p.m.

Renter is responsible for their own decorating and general clean-up.

Preliminary application must be returned to Fischer Farm no later than 14 days prior to requested event.
As an individual renter or authorized representative of the above-named group/organization, I hereby request the use of park facilities as indicated and agree to the fulfillment of regulations and payments governing the use of these facilities as outlined in the Facility Use Policy and the Park Code. As authorized representative of the above-named group/organization, I agree to personally coordinate and supervise the use of the facility to include set up, deliveries and cleanup.

Signature _____ Date _____

OFFICE USE ONLY

Deposit: _____ Alcohol Permit fee: _____ Other fees: _____

Rental Fee: _____ After 5 p.m. Fee: _____ TOTAL: _____

Payment Type: Cash Check Credit/Debit Card

Card Number _____ Exp. Date _____ CVC Code _____

RENTER AGREES TO THE FOLLOWING:

- Pay for all rental fees and deposits at the time the reservation request is made. Entering the rented space before your contracted rental time or occupying the space after your contracted rental time, may result in additional time being charged, regardless if the space is otherwise in use.
- Pay for any and all damages/excessive cleaning required for which you OR your guests are responsible.
- To conduct any and all activities in an orderly manner.
- Decorations may be attached to the ceiling or walls of the room being rented with sticky tack or poster putty. NO TAPE, STAPLES, TACKS, SCREWS OR NAILS ARE PERMITTED. All decorations must be removed immediately following the event. The Bensenville Park District does not furnish a ladder. Tables or chairs may not be used as a ladder. All decorations must receive prior approval.
- All beverages must be served in plastic containers or cans. Glass bottles are not permitted.
- Cancellations made 10 days or less prior to the rental date will forfeit their deposit.
- If alcohol is to be served, an alcohol permit must be purchased in advance from the park district. Renters are responsible for alcohol brought by their guests. The presence of alcohol during a rental, regardless of who brought it, will result in the forfeit of the security deposit, if an alcohol permit has not been purchased. Alcohol consumption and distribution is limited to the rental area.
- No more than two designated adults are allowed in the liquor serving area per 50 people. For your protection it is highly recommended that a bartender dispenses drinks. A Basset Certified bartender may be required by the park district. It is illegal for alcohol to be served to anyone under the age of 21.
- An off-duty police officer or park district employee or both may be required to be on duty at the time renters or users are allowed to dispense and consume alcohol.
- A security deposit of \$100 is required for rentals with no alcohol (except birthday party packages) for possible damage or clean-up costs. The renter is advised that they are responsible for the behavior of their guests.
- A security deposit of between \$250-\$750 is required for possible damage or clean-up costs when alcohol is present. Contact Fischer Farm Facility Manager for more details.
- Renters should report to staff on duty upon arriving at Fischer Farm, before using the rental space. Please report to the Fischer House.
- All parking must be in the designated parking lot and parking stalls. Cars are not allowed in the Fischer House driveway or along Old Grand Avenue.
- Driveways and service roads cannot be used by renters/vendors to load/unload supplies. A cart will be provided to renters to move supplies to/from the parking lot. Vendors (such as caterers) must supply their own cart.
- No portable grills, cooking, open flames or griddles are allowed anywhere at Fischer Farm.
- Balloons and confetti are not permitted at Fischer Farm, due to the harm they cause to the environment and the risk they pose to our animals.
- All park district rules, regulations and ordinances shall apply to all users of the Fischer Farm facilities and grounds.
- Smoking is not permitted anywhere at Fischer Farm.
- Guns (including conceal carry), toy guns, nerf guns, paintball guns, air rifles, drones, projectiles of any type and pyrotechnics, such as fireworks or rockets, are prohibited.

- Permission for use of a public address system, loud speakers or amplified music must be obtained from the park district.
- Shoes, shirts, and pants or other appropriate attire must be worn at all times.
- The park district does not assume responsibility for loss of personal property or personal injury to a group using the facility.
- Pets, including emotional support animals, are not allowed at Fischer Farm, to prevent the spread of diseases and parasites between the animals. Exceptions are made for service animals, as defined by Illinois law.
- Soliciting shall not take place on park district property without the prior permission of the park district. To sell, exchange any goods, wares or merchandise of any kind requires written consent must be obtained from the Bensenville Park District.
- The Bensenville Park District reserves the right to make changes to rules, regulations, and fees with no prior public notice. All State, County, City and Park District laws, rules, and regulations are in effect.
- **The following additional fees apply to barn and field rentals:
There is a \$25 fee/per hour for all events that extend past 5 pm, daily.**

I HAVE THOROUGHLY READ THESE RULES AND REGULATIONS AND AGREE TO FOLLOW ALL SUCH RULES AND REGULATIONS OF THE BENSENVILLE PARK DISTRICT. I ALSO AGREE THAT I AM RESPONSIBLE FOR THE ACTION OF ANYONE ATTENDING MY SCHEDULED EVENT. I FURTHER UNDERSTAND THAT THE SECURITY DEPOSIT WILL BE FORFEIGHT FOR FAILING TO ABIDE BY THE FACILITY RENTAL RULES & REGULATIONS.

Signature _____ Date _____

BENSENVILLE PARK DISTRICT STATEMENT OF POLICY FOR USE OF PARKS

Please be aware the signee of the application is waiving and releasing all claims for injury for themselves and to the others of his/her group that might arise out of the rental. The Bensenville Park District shall assume no responsibility for any accident, theft or loss of property. The renter shall hold the Bensenville Park District Board and Staff members harmless for any costs or liability resulting from activities or programs of the renter; The Board will not delegate to any group its duty of administering the parks; Permission to use the parks by groups for a non-sponsored park function must be upon application and issuance of a permit; Any permit issued may contain conditions that will protect park property and assure orderly and proper use of the parks; The granting of a permit is not to be construed as an endorsement by the Board of the subject matters discussed, the opinions expressed, nor the organization sponsoring the function; Any permit may be revoked for misrepresentation in the application or violations of the terms and conditions of the permit, the ordinances, rules, and regulations of the Park District and the laws of the State of Illinois.

BENSENVILLE PARK DISTRICT FACILITY USE REGULATIONS

1. All functions conducted in the Bensenville Park District facilities must be in accordance with District regulations and therefore not be in violation of any District regulations or ordinances.
2. This application form shall be referred to and used as a PERMIT upon the approval of an authorized Park District official. This permit must be carried at all times during the activity by the "person in charge" of the activity. This permit must be shown to any authorized Park District official upon request. In the case of two or more conflicting activities either by time or place of the activities, the permit dated first shall entitle the bearer the privileged use of the facility in question. (Village of Bensenville Police officers are considered authorized Park District agents.)
3. The signer of the rental agreement/application shall be completely responsible for the behavior of all participants and for their prompt departure at the end of the facility use. He/she shall be charged for any damages said participants should incur which are over the security deposit amount.
4. The facility is to be in order and vacated at the specified time noted on the permit. Any damages or excessive clean-up will result in forfeiture of the security deposit.
5. Alcoholic beverages are prohibited.
6. "No Smoking" signs when and where posted must be adhered to at all times.
7. All accidents, breakage or loss must be reported to the Bensenville Park District office immediately during regular office hours (9 a.m. to 6 p.m. Monday - Friday) by calling (630) 766-7015. During times when the Park District office is closed all accidents, breakage or loss must be reported to the DuPage County Sheriff's office (630) 682-7256.
8. All Park District property and furnishings on Park District property shall not be removed from the facility.
9. All personal property of those using the facility must be removed from the facility upon termination of use.
10. Supplies may not be delivered in advance of the date and time noted on the permit unless specific permission has been granted in writing.
11. Automobiles shall be parked in designated areas. Driveways and entrances must be left clear at all times. A fifteen (15) mile per hour speed limit must be observed at all times.
12. Permits shall not be granted for political or religious meetings holding six or more meetings in any eight week period except by approval of the Executive Director/Manager of Park Operations.
13. The posting of advertisements of any product or service for sale is not permitted.
14. The Bensenville Park District must be notified of any cancellation at least 48 hours in advance or deposit forfeiture will result.
15. THE BENSENVILLE PARK DISTRICT IS NOT RESPONSIBLE FOR LOSS OR DAMAGE OF PERSONAL PROPERTY BELONGING TO THOSE USING PARK FACILITIES.
16. If excessive clean-up is required to be done by the Park District, the person whose name appears as the "person in charge" shall be held responsible and charged for any excessive materials and labor needed to clean up.
17. No homemade food will be permitted.
18. Deposits are due and payable in advance upon submission of application.
19. Use of a Building after 11:00p.m shall result in a deposit forfeiture and possible disapproval of future application requests.
20. The rental group shall hold the Bensenville Park District, Board, and staff harmless for any liability resulting from the group's activities and programs.
21. Reservations for monthly meetings of organizations may be made seasonally by submitting your request after the following dates: FALL September 1; WINTER December 1; SPRING March 1; SUMMER June 1.
22. The use of loudspeakers and public address instruments is prohibited without special permission.
23. The Park District reserves the right to assess additional fees for special requests, size considerations, and unusual activities at the discretion of the Park District staff.
24. The Park District reserves the right to cancel or move a renter to another facility/site/room at any time for any reason.
25. Rental Groups will be required to submit a Certificate of Insurance naming the Bensenville Park District as the additional insured for not less than \$1,000,000.00 per occurrence.

Signature _____ Date _____