

Bloomingtondale Park District Museum

Rental Application Form

Today's Date: _____ Renter's Name: _____

Daytime Phone: _____ Evening Phone: _____

Address: _____

City, State, Zip: _____

Requested Rental Date: _____ Requested Gallery: Gallery I (kitchenette) Gallery II

Requested Rental Starting & Ending Times (Please include set-up and take-down time):

Organization's Name (if applicable): _____

Approximate Number of Participants: _____ Tables: _____ Chairs: _____

Type of function and type of activities planned: _____

Will Alcohol be served: _____ If yes, please read and sign Addendum "A"

Event Catered? Yes No

If yes, caterer must submit a certificate of liability insurance 10 days prior to rental, listing Bloomingtondale Park District as the additional party insured.

Agreement:

I have read and understand the facility rental stipulations and agree that our group will follow them. I will inform and explain the stipulations to all guests and participants. I also understand the Bloomingtondale Park District and its employees will be held harmless for claims resulting from our use.

Signature: _____ Date: _____

Payments: For office use only.

Total Hours Requested: _____ X Hourly Rate \$ _____ Total Amount of Rental \$ _____

Security Deposit **\$250** Total Amount Paid \$ _____ Receipt # _____ Initials _____

Check # _____ Visa / Master Card # _____ CVV Code _____ Exp. Date _____

Bloomingtondale Park District Museum & Galleries

Rental Information & Rates

Bloomingtondale Park District Museum

108 South Bloomingtondale Road

Museum Phone: 630-539-3096

Park District Phone: 630-529-3650

About The Museum:

The Bloomingtondale Park District Museum is Bloomingtondale's oldest building. It was built in 1849 as the First Baptist Church of Christ. Visitors today can view the original 1849 ceiling, knotty pine floor, and some of the original glass pane windows. Bloomingtondale Academy took over the property in 1860. In 1892 the building became the center of town serving as both the Township Office and the Town Hall. A jail cell was installed in 1910.

The historic building was sold to the Bloomingtondale Park District in 1965 for the purchase price of \$1. The Park District soon began to offer programming to residents at this location. Fine arts and cultural exhibits begin to emerge in the early 80's. A major restoration occurred in 1998 and included an art gallery addition. Additionally, much of the original architecture was restored and refurbished.

The museum is located adjacent to the picturesque Old Town Park, which contains a pavilion available for rent for weddings or other gatherings. Please note: exhibitions in the galleries change on a regular basis and availability of galleries is subject to exhibition schedules and Park District programs. This rental agreement is for the exclusive use of the contracted room *only*. Public access will be maintained for any galleries containing an exhibition that is *not* covered in the rental agreement, as well as the washroom facilities.

Gallery Capacities & Sizes:

Gallery I size

Kitchenette available
682 square feet (31 x 22)
Maximum Seating Capacity: 50

Gallery II size

837 square feet (31 x 27)
Maximum Seating Capacity: 50

Inquiries:

All rental inquiries for the Bloomingtondale Park District Museum must be made through the Bloomingtondale Park District at 630-529-3650. Application forms can be picked up at the Johnston Recreation Center at 172 S. Circle Avenue. Open dates are considered reserved with deposit.

Rental Period:

The Museum may be rented after regular hours on Saturdays and Sundays; exhibit schedule takes precedence over any rental requests. Additional hours are available, but limited. Rentals should end no later than 10 p.m. on weekdays and 11 p.m. on weekends.

Rental Rates:

Security Deposit: **\$250.00**
Resident: **\$75.00** for 1st hour, then **\$50.00** per hour each hour thereafter.
Non-Resident: **\$100.00** for 1st hour, then **\$75.00** per hour each hour thereafter.

Security Deposit:

A security deposit must accompany all rental application forms. The deposit is a separate fee from the rental charges and is returned in full after a successful rental. If any damage or excessive clean-up is required, the cost of this will be deducted from the deposit. The deposit fee for all rentals is \$250 per room and can be made in the form of a check or credit card. Security deposits will be returned within 14 days of the rental.

Dear Renters,

Please take a minute to read through the following policies for both your benefit and ours. A clear understanding of our policies will insure a smooth and enjoyable experience. If you have any questions, please do not hesitate to give us a call. A copy of these policies is listed on the back of the rental agreement.

Smoking:

- The Bloomingdale Park District Museum is a smoke-free facility. Smoking is not permitted at any time in any section of the building. Absolutely no smoking (cigars included) is allowed anywhere within the Bloomingdale Park District Museum.

Room Set-up:

- Park District staff will set up and take down all table and chairs. Clean-up of tables, chairs, kitchen and floor is the responsibility of the renter.
- The Museum must be left in the same condition as found.
- No decorations may be taped, tacked or attached in any way to any wall, door, window or light fixture in the room.

Rates & General Policies:

- Rates and policies are subject to change.
- The Bloomingdale Park District reserves the right to reject any rental it feels is not appropriate.
- Renters and their guests are expected to act in an orderly fashion and are financially responsible for any damage occurring to the building, grounds or equipment.
- All renters will include a Park District Supervisor, who is empowered to restrict the group's misuse of the facility and protect Park District property. Supervisors will do everything they can to ensure that the rental is as stress-free as possible.
- The Park District reserves the right to cancel or block out dates as available rentals for any and all Park District programs or sponsored activities. Any cancellations due to the Park District will result in the renter receiving all fees and deposits back in full.
- All rentals will be processed on a first-come, first-served basis. Reservations for rental dates will be taken no longer than one year in advance.

Accidents:

- The Bloomingdale Park District provides no health or accident insurance for groups or individuals using its facilities.

Food & Drink:

- All food and drink must be kept in the room you are renting. Participants may not carry food or drink throughout the building.

Usage:

- The building, facilities or equipment in the Museum shall not be used by any person or corporation for profit or gain.
- The Bloomingdale Park District is the sole owner and operator of the Bloomingdale Park District Museum. No third party may rent or represent the rental opportunities or collect any fees for the use of the Museum.

Bloomingtondale Park District Alcohol Policy

The Park District allows alcohol to be consumed at the Johnston Recreation Center and the Museum as long as the following criteria is met. Private renters may choose to use a caterer or provide beer and/wine themselves.

- Private renters wishing to serve (not sell) beer or wine must provide the required rental insurance. This is available from www.theeventhelper.com/partner/PDRMA or from a private vendor. Alcoholic beverages must be consumed in designated areas only.
- No one under age 21 is allowed to possess or consume alcohol. No person under age 21 shall pour or dispense alcohol.
- Depending on the location of the event and the type of alcohol being served, the Park District may require that alcohol be served in non-breakable cups or bottles.
- The District, in the exercise of its sole discretion, may condition the service of alcohol upon the renter providing private security at renter's expense.
- The District will set the hours and may impose other conditions for any rental events and programs for which consumption of alcohol is to be permitted.
- Cash bars and the sale of alcohol in packages or bottles for takeaway are strictly prohibited on District property.
- No alcohol is allowed on the premises of The Oasis Water Park facility, including The Terrace.
- The consumption of alcohol is prohibited on District property during the hours of operation of Preschool and Summer Day Camp.
- Private renter may serve alcohol on the designated District premises by a caterer possessing the following: a valid Class O License from the Village of Bloomingtondale; a valid liquor license from the State of Illinois; and a valid policy of insurance in force and effect that meets the minimum coverage requirements of the Village of Bloomingtondale. The caterer must demonstrate that it has the requisite insurance by providing a valid Certificate of Insurance. The insurance possessed by the caterer is independent of the insurance to be provided by the renter.
- A caterer can only serve liquor as part of a food service package delivered at the event and cannot sell or serve liquor only.
- All servers of alcohol must have BASSET training and the caterer must be in possession of the certificates of training for each server and be prepared to produce copies within 12 hours of a request for same.
- The District may deny a permit for the service and consumption of alcohol in its sole discretion. Likewise, the District may, in the exercise of its sole discretion, revoke or cancel permission at any time or require that the alcohol service end immediately.
- The renter and the caterer are both mutually responsible for the proper cleaning and removal of alcohol from the premises following the rental event.
- In the event that a contractual instructor/vendor of a program serves wine to the paid class attendees, the entity serving the liquor must possess a liquor license with both the Village and with the State.
- In the event the Bloomingtondale Parks Foundation serves beer to runners after a race event, the "not for profit" Bloomingtondale Parks Foundation must secure a Class T liquor license from the Village, and a special event license from the state.

Bloomington Park District Museum

