

George Washington Carver Association, Inc.
Application and Agreement for Use of Facilities

Applicant _____ Date of Application _____

Address of Applicant _____

Name of Representative _____ Telephone () _____

Alternative Telephone Number _____ Email _____

Facilities Requested _____

Purpose/Activity _____

Equipment Needs _____

<i>Day of Week</i>	<i>Date(s) of Use</i>	<i>Hours of Use</i>	<i>Time In</i>	<i>Time Out</i>
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_____	_____	_____	_____	_____
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Estimated Fees: Facility Rental _____ *Custodial/Staff* _____ *Other* _____

Total Estimated Fees _____

Insurance: \$1,000,000 insurance coverage is required. Liability (Property Damage and Bodily Injury) policy shall be evidenced by a Certificate of Insurance with a separate attached endorsement to the policy naming George Washington Carver Association, Inc. ("GWCA") as an Additional Insured, guaranteeing GWC 30 days notice prior to change or cancellation of policy. Use of facilities is not permitted unless a valid Certificate of Insurance has been received no less than 10 business days prior to date of use.

Fees: All fees are payable in advance no less than 20 business days prior to date of use. Actual damage and clean up fees shall be determined based on condition of facility after use. Applicant shall be billed/refunded any difference if a charge is incurred. Damage/Clean up deposit is \$250.00. Payment of all fees are to be in cash, cashiers check or money order. Personal checks will not be accepted. If the facility is rented under the 20 day timeline all fees are due immediately at time of request for rental.

Hold Harmless and Indemnification Agreement: Applicant agrees to defend, indemnify and hold harmless the GWCA, its Board, Employees, and Agents, individually and collectively, from and against all costs, losses, claims, actions and

judgments arising from personal injuries, property damage or otherwise, regardless of cause that may arise in any way from or be alleged to be caused by the undersigned's use or occupancy of the facility.

Thank you for your interest in renting the George Washington Carver Community Center. The GWCCC provides a distinctive atmosphere for any special celebration or affair. It is available for wedding receptions, anniversaries, high school reunions, etc. Following is some information to help you in your planning process. If you require additional information concerning rental of space please contact George Washington Carver Community Center, (309) 839-0722. Viewing hours of the facility are Monday through Friday, 9 a.m. to 12:00 p.m., appointments required.

Rental Information

GYNNASIUM and AUDITORIUM	SUNDAY - THURSDAY
\$250.00 – Damage Deposit (refundable: if no damage done and facility is clean)	
1. Auditorium	\$100.00 per hour
2. Gymnasium	\$100.00 per hour (gym usage costs reduced to \$75.00 per hours if usage exceeds 4 hours) Days and hours when staff not on site a \$25.00 per hour is charged for additional staff.
3. Multi Purpose Room	\$50.00 per hour
4. Café Room	\$50.00 per hour
5. All other rooms	\$40.00 per hour
6. Gym Tournaments	\$100.00 per hour plus \$50 per hour supervision
Podium Rental	\$25.00 for 4 hours
Microphone/Amplifier	\$35.00 for 4 hours
Round Tables	\$5.00 per table

Closed on Holidays

Martin Luther King Jr.

Good Friday, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Veterans Day, New Years Eve, New Years Day

****Closed Christmas Eve and Christmas****

EQUIPMENT WE HAVE AVAILABLE FOR YOUR USE

25 – 6' Banquet rectangle tables –
150– Chairs

Smoking is not permitted in the facility at any time – All events must conclude by 11 p.m.

All rules or regulations imposed by the Fire Marshal's office must be met.

***No alcohol or firearms are allowed on the facility property. It is against the law to have alcohol on the premise unless it has been approved by the State of Illinois and the City of Peoria.**

Please initial here _____

Deposits

- ❖ Half of the total cost of the hourly rental will be the deposit, it is a non-refundable deposit that is needed to secure the date for an event. This deposit is applied toward the balance of your rental fee. This deposit is due upon signing of the contract. **The facility is not booked until the contract is signed and the deposit is paid in full. The entire rental cost is due 20 business days before the event. If all fees are not paid 20 days prior to reserved date the contract and event are canceled. Please initial here _____**
- ❖ The facility management will return the damage deposit, less any amount retained to compensate the building for any loss, within ten (10) business days after the event.

Personal Property

The and/or the facility management are not responsible for damages or loss to personal property of the customer, guests, invitees, independent contractors and/or entertainers/vendors, which is left on the premises before, during or after the event.

* _____ (initial Here) I have read and understand this page.

Food and Beverage

You may bring a caterer of your choice or provide your own food however, the caterer must provide the management with a certificate of insurance. If you provide your own food, the G.W.C.C.C. management assumes no responsibility from anything arising from it. Because of limited kitchen equipment, most foods must be prepared before the time of rental. The kitchen contains a small microwave, refrigerator and sinks. Rental utensils and dishes are not available. **The caterer or person signing this contract is responsible for clearing tables and removing all garbage to the outside trash cans and leaving the kitchen in a clean order. If drink cups, plates or trash of any kind are left on top of the tables or trash is not taken out of the building to the trash cans the damage deposit will be forfeited. No alcohol or spirits are allowed on the the GWCC premises.**

Entertainment

Bands or DJs are permitted in the facility during the event. Any special requirements necessary for the band or DJ system are to be brought to the attention of the management at least 2 weeks prior to the event. These requirements may be charged as an additional expense. **Equipment can only be delivered on the day of the event. All equipment must be removed immediately following the rental. The responsibility is the renter and not the GWCC.**

Insurance

The Caterer must present a certificate of insurance, as proof of general liability insurance, in the amount of \$1,000,000. The certificate must be present at least thirty, (20) days prior to the event.

Set-up and deliveries

- ❖ **Set-up can begin on the day of the event. No set-up allowed the day before unless management gives permission to do so.** All deliveries should be brought through the service door next to the kitchen. If your caterer or florist will need to be there earlier, please inform the facility management. Set up requiring the day before must be okayed by the GWCCA management.
- ❖ The facility management will be responsible for table and chairs set up and take down. You must specify in writing two weeks prior any special request you may have. Tablecloths and table decorations will be the responsibility of the renter. **We do not have tablecloths or decorations available for rental.**

Security: Events with 50 or more in attendance should have security. This security is the responsibility of the Applicant using the facility. **Please initial here** _____

Decorations

No decorations may be affixed to any wall, ceiling or light fixture with tape, nails, tacks, screws, staples or any type of adhesive. No staples or tape are to be used on tables. No candles can be used. No glitter, sprinkles, "silly string" or bubbles may be used in the facility. Garlands, ribbons, etc. may be used on exterior entry railings with permission. **Couches, chairs, end tables and furniture must remain in original location they cannot be moved.** User will be responsible for enforcing the NO ALCOHOL, NO DRUGS, and NO SMOKING policy in the facility. If any of the above takes place the damage deposit will be forfeited.

* _____ (initialHere) I have read and understand this page.

Cancellation

RENTAL DEPOSITS ARE NON-REFUNDABLE UNLESS THE EVENT IS CANCELLED BY THE G.W.C.C.C.

If an event is cancelled by the G.W.C.C.C. management the deposit shall be refunded within 30 days after the cancellations. The G.W.C.C.C. facility management shall not be held liable for damage of any type, whether direct or consequential, to the customer, or to an entertainer/vendor hired by the customer, for cancellation of the event. The customer acknowledges and understands that the sole remedy for any claim of damages arising out of, or relating to, a cancellation shall be a refund of the advance deposit. Without limiting the generality of the forgoing provision, the customer agrees that the G.W.C.C.C. management shall not be liable for failure to perform due to any unforeseen circumstances beyond the control of the G.W.C.C.C. facility management, including but not limited to fire, flood, strike, acts of weather, governmental authority, failure of utility services, unavailability of food, beverage or

other supplies or damage to the facility. Performance of this contract is contingent upon the ability of the G.W.C.C.C. management to complete the same, and is subject to accidents, transportation of foods, beverages or supplies, and other causes, which are beyond the control of the G.W.C.C.C. facility management. The G.W.C.C.C. management reserves the right to refuse service to anyone.

Liability

The G.W.C.C.C. management shall not be liable for any injury or damage to any person and their invited guests or to any property at any time on said premises or the Community Center from any cause whatsoever that may at any time exist from the use or condition of said premises or building, or from ice thereon, or from water, rain, or snow which may leak into, issue or flow from any part of the building, or from pipes or plumbing, of the same, or from any other place or quarter, or from any other cause, during rental period. The G.W.C.C.C. management is further indemnified from the renter for any damages to the G.W.C.C.C. due to the actions of the renter or his/her guests.

DON'T FORGET

SET-UP IS ALLOWED ON THE DAY OF YOUR EVENT ONLY UNLESS MANAGEMENT HAS APPROVED DIFFERENTLY.

*DAMAGE DEPOSIT REFUND(\$250.00) WILL BE ISSUED WITHIN 10 BUSINESS DAYS
ALL TRASH MUST BE REMOVED TO OUTSIDE RECEPTACLES BEFORE LEAVING*

* (initial Here) I have read and understand this pag

Cancellation or Changes: Must be provided in written notice at least 30 day prior to the use date to GWCA. If written notice is not provided, Applicant will be charged the Estimated Fees.

Representations and Warranties: I, the undersigned, hereby certify that I am an authorized agent of Applicant and am duly authorized to bind the Applicant to this Agreement. I further certify that the GWCA facilities, for use of which this Application is hereby made, will NOT be used for the commission of any unlawful act, or for any activity which may promote or permit the use of ALCOHOL, or allow FIREARMS on premises, or TOBACCO, and/or CONTROLLED SUBSTANCES, I further certify that I have received, read, and understand that I, and the Applicant which I represent, will abide by and be in compliance with all Policies and Regulations applicable to GWCA's facilities. In Agreement with Applicant, GWCA will provide written notice to Applicant citing the reason (s) for the facilities unavailability and will return the Estimated Fees without any further liability to Applicant.

Time: All events must be concluded by 11 p.m.

Walls, Curtains, Windows: Nothing is to be taped, tacked, pasted, nailed or put on walls, curtains, or windows.

Security: Security for the event is the responsibility of the Applicant.

Amount Received from Applicant _____

Signature of Applicant's Representative _____

Signature of GWCA Representative _____

Application Approved on _____

Date contract is void due to nonpayment of all assessed fees _____

Event date is _____

Date contract is void due to no insurance certificate _____

Insurance contract is due by _____

Deposit paid on _____

Damage and Clean up deposit paid on _____