



RENTAL APPLICATION COMMUNITY CONNECTIONS SPACE

Name of Rental Applicant: _____

Phone: _____ Email: _____

Address: _____

Type of Event: _____

Date Requested: _____ Time Requested: _____

1 hour of set-up & clean-up time included with fee.

of People Attending: _____

- Will a caterer be used for your event? YES NO

Caterer Name: _____

- Will you have an entertainer for your event? YES NO

Entertainer Name: _____

- Will anything need to be delivered prior to your event? YES NO

Please Explain: _____

- Will you serve alcohol at the event (\$100 permit fee)? YES NO

- Will the kitchen be used for your event (\$40/Hour)? YES NO

By signing below, I hereby indemnify and hold harmless Helping Hand, its President & CEO, members of the board of directors, committee members, employees, volunteers, or agents from any and all losses, expenses, and damages to person or property from any cause whatsoever in connection with the event, including but not limited to, preparation, prior to and cleaning up after said event. Further, I agree to all rental regulations listed on Helping Hand Rental Agreement and understand completion of this Rental Application and Agreement does not guarantee space is available for my event. Further, I agree Helping Hand may photograph or video my event and my guests for use in advertisements, promotional material including but not limited to print material, website, social media, and newspaper.

Signature (Event Contact): _____ Date: _____

Print Name: _____



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Rental Rates

	Gallery	Stage	Gym	Kitchen
Weekdays	60/hr	45/hr	45/hr	\$40/hr
Nights and Weekends	75/hr	55/hr	55/hr	\$50/hr

If your event serves alcohol or has over 150 attendees, a \$250 refundable security deposit must accompany the signed User Agreement.

FOR HH OFFICE USE

Room(s) Fee: \$ _____

Kitchen Fee \$ _____

Security Fee: \$ _____

Added Service(s): \$ _____

TOTAL Rental Cost: \$ _____

Down Payment Due: \$ _____ (50% of total)



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Rules and Regulations

Please read this User Agreement carefully. Your reservation will be secured when we have received the signed agreement and any deposit required.

Payment: A 50% deposit is due with this signed User Agreement. Space will not be confirmed until Helping Hand receives the signed agreement and required deposit(s). This deposit is non-refundable but will be applied to your total rental fee. Failure to return signed agreement and/or deposit will result in event cancellation. Failure to submit final payment 14 days prior to event date may result in cancellation of your event.

Cancellation of User Agreement by Helping Hand: Helping Hand may cancel this User Agreement without any liability to User if all or any part of the space rented is rendered unsuitable for the User's Event by fire, storm, casualty, act of God, needed for HH use or any other cause beyond the reasonable control of HH. If cancellation takes place before the Event Day, all deposits shall be returned to User.

Indemnification: User (including any of its guests, employees, agents, caterers, or purveyors), hereby indemnifies and holds harmless HH, its President & CEO, members of the Board of Directors, Committee members, Employees, or volunteers from any/all losses, expenses, and damages to person or property from any cause whatsoever in connection with the event, including, but not limited to, preparation prior to and cleaning up after said event.

User Responsibilities: User agrees to use the facilities in accordance with all rules and regulations imposed by HH, as well as all applicable governmental laws, rules regulations and ordinances. User agrees to exercise all proper care in connection with the use of the facilities and further agrees to, among other things, (a) properly supervise all children under 18 years of age; and (b) implement all such measures as are reasonably necessary to prevent theft of property belonging to HH, damage to property belonging to HH, and any nuisance emergency and 911 calls. User acknowledges and agrees that it shall be held responsible for any breach of this section. Upon occurrence of any of the foregoing, HH may, at its sole option and in addition to any other rights or remedies that it may have under this User Agreement or at law or equity, immediately terminate this User Agreement. In addition, the indemnification shall specifically cover any/all damage, cost, expense, and fees (including reasonable attorneys' fees) incurred or suffered by HH as a result of any of the matter-covered in this section. There will be a \$200 charge for each false 911 calls or Fire Alarm. Helping Hand is a smoke free environment. State law prohibits smoking in the building or within 15 feet of any entrance. User agrees that at all times during the event, sound levels, whether created by persons or mechanical means shall not interfere with other events taking place in or outside the facility.

Alcoholic Beverages: State and local law prohibits the sale of alcoholic beverages at Helping Hand. Groups wishing to serve alcohol must receive consent from Helping Hand at the time the User Agreement is signed. Alcohol must be served from inside the building. BYOB events are not permitted. Cash bars and drink ticket purchases are permitted.

Fire Safety: Candles are permitted only with hurricane lamp covers-no open flames. Fire exits may not be blocked in any way. Be sure guests know location of fire exits. All guests must evacuate building in case of fire alarm, even if alarm is known to be false. The fire department will declare when guests may re-enter building.

Decorations and Props: No nails, tacks, screws, or the like shall be driven into HH walls, woodwork, ceiling, doors, floor or any other property. Use of any type of tape on HH walls is prohibited. User is responsible for removing all decorations at the end of an event. Nothing may be attached to stage or sprinkler heads. The furniture and decorations in Helping Hand are not to be moved without approval of HH staff.

Supplies: HH allows use of its tables and chairs for events. User is responsible for providing all other supplies. Deliveries and removal of any items must be made during the set-up time or during your contracted time frame. Helping Hand is not available for storage of equipment and is not responsible for lost, stolen or damaged items.

Equipment: Property must be returned in same condition as when delivered or you will be billed for repair/replacement. If you request equipment not reserved in advance, you will be billed for the use.



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Caterer's Responsibilities: User's caterer must contact HH office at least 14 days before the first Event to coordinate use of the kitchen and/or equipment. User shall ensure that the Caterer will cooperate with HH in fulfilling responsibilities of User and Caterer.

Insurance: User and any applicable caterers utilized, must carry the following insurance.

Workers' Compensation insurance with benefits afforded under the laws of any state in which the Work is to be performed and Employers Liability insurance with limits of at least:

- \$500,000 for Bodily Injury- each accident
- \$500,000 for Bodily Injury by disease- policy limits
- \$500,000 for Bodily Injury by disease- each employee

Commercial General Liability insurance with limits as follows:

- \$2,000,000 Project specific or Location specific Aggregate limit
- \$1,000,000 each occurrence limit for bodily injury or property damage incurred in any one (1) occurrence
- \$1,000,000 each occurrence limit for Personal Injury and Advertising Injury
- \$2,000,000 Products/Completed Operations Aggregate limit
- \$1,000,000 each occurrence limit for Products/Completed Operations

The Commercial General Liability insurance policy must:

1. include HH and its directors, officers, employees, agents, and affiliates as additional insureds.
2. include a waiver of subrogation in favor of HH and its directors, officers, employees, agents, and affiliates; and
3. be primary and non-contributory with respect to any insurance or self-insurance that is maintained by HH.

Umbrella/Excess Liability insurance with limits of at least \$2,000,000 each occurrence.

Liquor Liability (if applicable) \$1,000,000 each occurrence.

Security Deposit: In addition to the rental deposit, if your event serves alcohol or has over 150 attendees, a \$250 security deposit must accompany the signed User Agreement. The full amount will be returned within 14 days after the last event day less sums required.

Clean Up: User is responsible for leaving the space rented in good order. Representatives of HH and User will inspect premises before and after Event. If User has not satisfactorily cleaned premises HH may, in its sole discretion, apply all or any part of the Security Deposit to its cost of cleaning and repairing Premises. If the Security Deposit does not cover HH's costs, then the User shall be responsible for paying any deficiency within 5 days after billing.

Departure Regulations: User must allow appropriate time for event set up and clean up as part of this Agreement. The rented space will be available 1 hour prior to event start time. If the User remains after the contracted time, additional fees will be assessed on 15-minute intervals and taken from the security deposit. If the Security deposit does not cover HH's costs, the User shall be responsible for paying any deficiency within 5 days after billing.

Staff: There will be a representative from Helping Hand in the facility at all times during your event to ensure the safety of your guests and to oversee the facilities, grounds and equipment. This employee is authorized to prohibit or control any activity which is not consistent with the rules of Helping Hand, or which could cause harm to Helping Hand or any guests of Helping Hand.

User Initials: _____

Please initial that you have read and agree to Rules & Regulations.

Submit application to: Emily Mantucca
Director of Development
emily.mantucca@helpinghand-il.org
708.352.3580 X317