

**Hinsdale Historical Society**  
Immanuel Hall  
**Information Form-Single Use Event**

Name of Renter: \_\_\_\_\_ Date of Contract: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Dates of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Estimated Number of Persons Attending: \_\_\_\_\_

Accessories Needed:

chairs \_\_\_\_\_       card tables \_\_\_\_\_       rectangular tables \_\_\_\_\_       piano

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**RENTAL DETAILS**

Will the piano need to be moved?       Yes       No      \_\_\_\_\_

Will there be decorations?       Yes       No      \_\_\_\_\_

Will alcoholic beverages be served?       Yes       No      \_\_\_\_\_

Will food be served?       Yes       No      \_\_\_\_\_

Will alcoholic beverages or food be sold?       Yes       No      \_\_\_\_\_

Will you be putting signage out for the event?       Yes       No      \_\_\_\_\_

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**Notes:**

# Hinsdale Historical Society

Immanuel Hall

## Rental Agreement-Terms and Conditions-Single Use Event

### RENTAL DEPOSIT

A 25% non-refundable rental deposit is due with the signed Rental Agreement. Space will not be confirmed until the Hinsdale Historical Society receives the signed Rental Agreement and the required rental deposit. This deposit goes toward the full rental fee.

### PAYMENTS

- First payment: Non-refundable 25% of the rental fee is due with the signed Rental Agreement
- Second payment: Balance of rental fee, optional fees, and a one-time refundable Damage Deposit are due 15 days prior to the event or the event will be cancelled.

If application is dated less than 15 business days prior to the event, first and second payments are due in full with the signed Rental Agreement.

There is a \$25 returned check fee per check returned. This will be charged to the Renter or deducted from the Damage Deposit.

### RENTER RESPONSIBILITIES

1. Renter agrees to use the facilities in accordance with all rules and regulations imposed by the Hinsdale Historical Society (HHS) as well as all applicable governmental laws, rules, regulations and ordinances.
2. Renter is responsible for all damage of HHS property, theft of HHS property, or injuries to any person (s) or property resulting from the use of Immanuel Hall facilities not limited to the amount of the Damage Deposit.
3. Renter is responsible for the facility and is expected to implement all such measures as are reasonably necessary to prevent event abuse and to enforce the terms and conditions within this Rental Agreement.
4. The time requested must include all the time needed to set-up and take down equipment, decorations, entertainment, arrival and set-up for catering service, and clean-up after event.

**Renter initials** \_\_\_\_\_

### HOLDS HARMLESS

Renter hereby indemnifies, defends and holds harmless HHS, its Officers, members of the Board of Trustees, employees, and agent from any and all losses, expenses, claims, suits and damages to person or property, including attorney fees, from any cause whatsoever in connection with the event, including, but not limited to, preparation prior to and cleaning up after said event.

Renter is responsible for any and all damage and breakage to any property of HHS, no matter the cause or the entity doing the damage.

The Representative(s) of Renter executing this Rental Agreement is (are) personally and individually responsible, in addition to the named Renter, for the duties and obligations imposed in this "Holds Harmless" section.

**Renter initials** \_\_\_\_\_

**CANCELLATIONS**

If event cancellation notice in writing is received within 15 days of the event, the second payment will be fully refunded, minus a \$15 cancelation fee.

Any recurring event that is cancelled without 15 days prior notice will not receive reimbursement for that date and will incur the \$15 cancellation fee. If the cancelation notice in writing is received 15 days or more before the date to be canceled, the renter will be refunded the rental for that day, but will incur a \$15 cancelation fee.

HHS may cancel this Rental Agreement without any liability to Renter if all or any part of the facility, inside and out, is rendered unsuitable for the Renter’s event by fire, storm, casualty, act of God or any other cause beyond the reasonable control of HHS. If cancellation by HHS takes place before the event day, all deposits shall be returned to Renter.

**Renter initials**\_\_\_\_\_

**DAMAGE DEPOSIT**

The Damage Deposit will be returned to the Renter within 2 weeks following the event if no damages or extra fees are incurred.

If scheduled hours of use exceed the contracted time for any reason, additional fees will be deducted from the Damage Deposit in half hour increments. Renter will be billed for additional hours not covered by the Damage Deposit.

HHS may, in its sole discretion, deduct extra cleaning fees from the Damage Deposit. Any cost beyond routine event cleaning of the facilities-both inside and outside, or damages to floors, carpet, walls, kitchen, bathrooms, furnishings, landscaping and the like, will result in a deduction or forfeit of the Damage Deposit. Renter will be billed for damages not covered by the Damage Deposit.

**Renter initials**\_\_\_\_\_

**INSURANCE**

Any and all Renter’s insurance covering the event, including any from contracted services such as a caterer, must include HHS, its Officers, members of the Board of Trustees, employees, and agent as additional insureds. If needed and requested, the Village of Hinsdale must also be listed as an additional insured. These copies of insurance coverage and of additional insured certificates must be provided to HHS prior to the event.

**Renter initials**\_\_\_\_\_

**ALCOHOLIC BEVERAGES**

Alcoholic beverages must be served from inside the building or from inside a tent if the event is held outside.

If alcoholic beverages are to be sold at the event, Renter must show that any and all required, valid liquor license(s) have been obtained for the event as well as dram shop coverage and appropriate insurance.

State law provides that no person under 21 years of age is permitted to handle or consume any alcoholic beverage.

**Renter initials**\_\_\_\_\_

**CLEAN UP**

All decorations must be removed at the end of the event, and the facility must be left in good order.

Garbage and recyclable material must be placed in the proper receptacles.

**Renter initials**\_\_\_\_\_

**DECORATIONS**

All decorations must be flame retardant. No glue, tape, nails, tacks, screws, staples or the like may be attached to Immanuel Hall walls, woodwork, ceiling, doors, floor or any part of the facility. Nothing may be attached to chandeliers, ceiling support poles, or sprinkler heads.

The use of helium or floating balloons is strictly prohibited inside the building due to sensitive fire protection system.

The use of glitter, confetti, rice or birdseed is strictly prohibited anywhere inside or outside the facility.

Existing furniture, plaques, art work, the piano and the like may not be moved without permission from HHS.

The Village of Hinsdale fire code prohibits open flames in the building. Votive and hurricane lamp-covered candles are permitted. Please notify any florist regarding candle restrictions.

*Renter initials* \_\_\_\_\_

**KITCHEN USE**

Use of kitchen counters, ice machine, microwave, and refrigerator are free of charge.

The Immanuel Hall kitchen facilities are not to be used for cooking. The space may be used, for a fee, for food warming.

Work areas must be completely cleared and cleaned after the event. All event items must be removed from all areas of the kitchen, including the refrigerator.

*Renter initials* \_\_\_\_\_

**CHOIR LOFT**

The only time a renter may access the choir loft is for the set-up and running of AV equipment (including DJ equipment). If the loft is used for this purpose, the below terms must be followed:

- Only the adult(s) that will be setting-up and running the equipment is allowed in the loft.
- The transfer of equipment, both up and down the stairs, must be supervised by an HHS Representative.
- **Absolutely no children under 18 are allowed in the loft at any time.**

*Renter initials* \_\_\_\_\_

**SOCIETY REPRESENTATIVE**

HHS may, at its sole discretion, have a Society Representative present at all times during the event. This representative is authorized to close down an activity that poses a threat to the safety of the participants or the facility or control any activity, which is not consistent with the terms and conditions within this Rental Agreement. If necessary, the Society's Representative will stop the serving of alcoholic beverages and/or clear the facility and end the event.

An Event Host is available at an additional cost and is necessary for large events.

*Renter initials* \_\_\_\_\_

**OTHER SPECIFICS**

**ANIMALS**-Animals are not permitted in the building, except service or guide dogs.

**CAPACITY**-Maximum event capacity is 100.

**CATERER’S RESPONSIBILITY**-Renter’s caterer must contact HHS at least 14 days before the event to coordinate use of the kitchen and/or equipment. Renter shall ensure that the caterer will cooperate with HHS in fulfilling responsibilities of Renter and Caterer.

**CHILDREN**-Children under 18 years of age must be under direct supervision of an adult 25 years or older at all times and in all areas while at the facility.

**RENTAL EQUIPMENT REGULATIONS**-Immanuel Hall has a variety of equipment available for use. All property must be returned in the same condition as when delivered. Cost of damages to equipment may be deducted from the Damage Deposit. Permission from HHS is required before setting up any HHS equipment outside the facility.

**EXCESSIVE NOISE**-Renter agrees that, at all times during the event, sound levels, whether created by persons or mechanical means shall not be excessive and must comply with the Village of Hinsdale ordinances as follows:

*A.It shall be unlawful to produce or permit to be produced, whether on private or public property, any unreasonable noise to the disturbance of the peace or quiet of any person residing in the vicinity. (Ord. O2008-63, 12-9-2008)*

*B.Under no circumstances shall outdoor amplified sound be allowed after ten o'clock (10:00) P.M. and before ten o'clock (10:00) A.M. Sunday through Thursday and eleven o'clock (11:00) P.M. to ten o'clock (10:00) A.M. Friday and Saturday unless in conjunction with a municipal or school district activity or event. (Ord. O2009-23, 4-7-2009)*

**NO SMOKING**-Immanuel Hall is a smoke free environment. No smoking is allowed in Immanuel Hall. Smoking is permitted outside at least 15 feet away from the building. Extinguished cigarettes must be disposed of properly.

**PARKING**-Parking availability is not guaranteed and on any occasion may be limited. Posted parking signs and Village of Hinsdale parking regulations must be followed. There is no street parking from 2:00 am to 6:00 am.

**SIGNAGE**-Any exterior and interior signage must follow the Society’s Signage Policy.

**SUPPLIES**-Renter is responsible for providing any supplies needed for event. Deliveries and removal of any items must be made during contracted time. Immanuel Hall is not available for storage of equipment and is not responsible for lost, stolen or damaged items.

**TENTS**-Any tents put up on Immanuel Hall property must follow the Society’s tent guidelines. Additional information is available to Renters interested in having a tent at their event.

**THERMOSTAT**-A Society Representative will adjust the thermostat to Renter’s requested temperature upon opening. The Renter should not adjust the thermostat. A Society Representative will turn off/adjust the thermostat as part of his or her closing responsibilities.

**Renter initials** \_\_\_\_\_

I have read and agree with the terms and conditions within the above Rental Agreement.

\_\_\_\_\_  
Renter’s Signature

\_\_\_\_\_  
Date

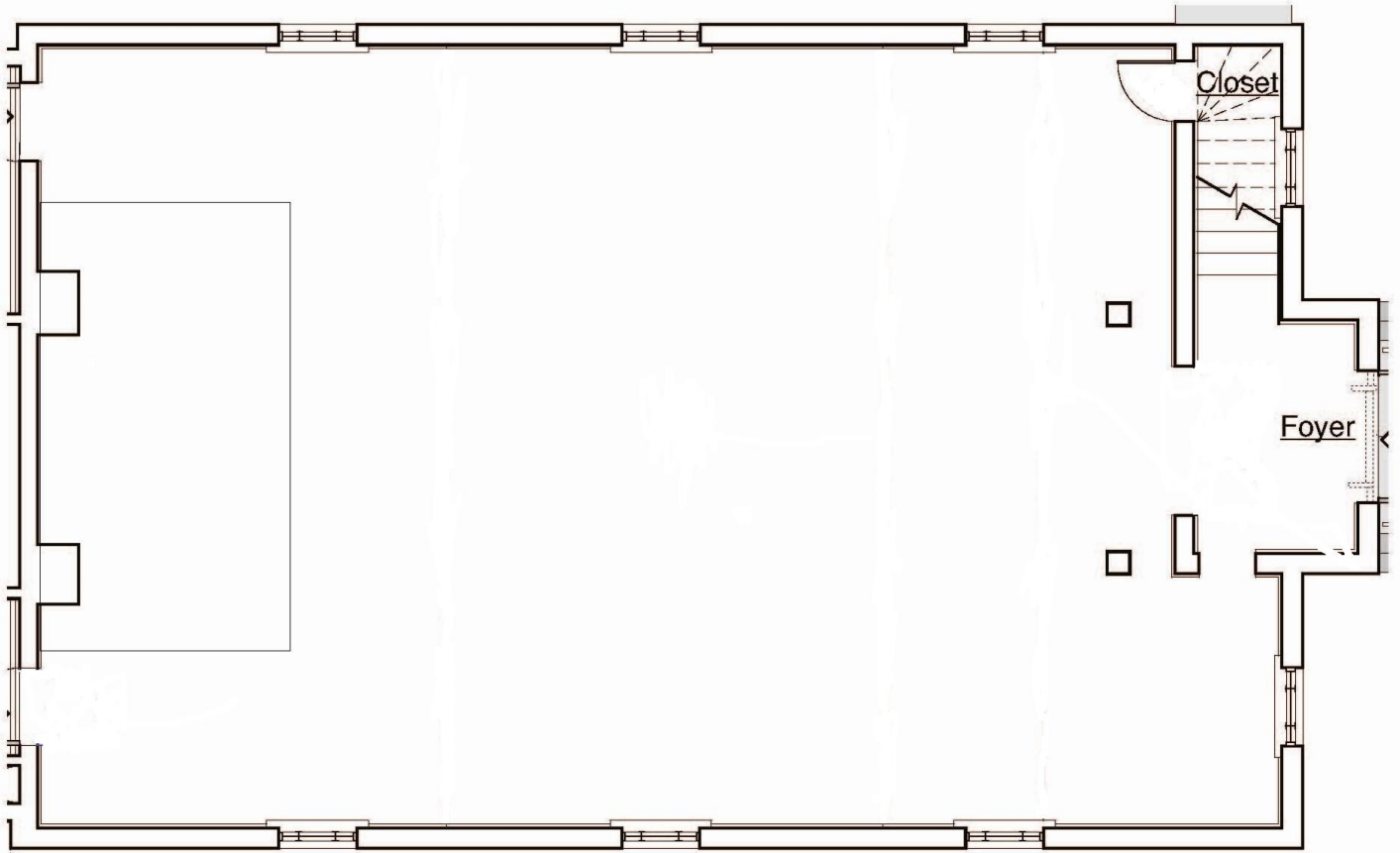
Hinsdale Historical Society  
Immanuel Hall  
Room Set-Up Request

Renter:

Diagram of Room Set-up

(Please draw diagram showing location and number of chairs, tables, other special equipment needs, etc...)

North



Equipment Needs Notes