



# City of Evanston Facility Rental Agreement

*The City of Evanston is grateful to the many volunteers for their time and funds in providing these public facilities. Please take care of these public buildings in order that others may be able to enjoy their use.*

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

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

Is this a For Profit Sporting Event? Yes ☐ No ☐ If yes, please see Sporting Event form.

Facility Reserved: \_\_\_\_\_ Date(s) Reserved: \_\_\_\_\_

Time you plan to use the facility: From: \_\_\_\_\_ To: \_\_\_\_\_ Event Time: \_\_\_\_\_

Name of Decorator: \_\_\_\_\_ Please see attached Decorator/Catering checklist

Name of Food Caterer: \_\_\_\_\_ Please see attached Decorator/Catering checklist

Name of Alcohol Caterer: \_\_\_\_\_ Please see attached Decorator/Catering checklist

Name of DJ or Band: \_\_\_\_\_ Please see attached Decorator/Catering checklist

Fire Department Permit is required if you have open flame or propane bottles in the buildings. YES ☐ NO ☐

If yes, Date: \_\_\_\_\_ BY: \_\_\_\_\_

Will you need microphones or sound system equipment? YES ☐ NO ☐ If yes, please see equipment checkout form

Name of Person Responsible for Event: \_\_\_\_\_ Phone: \_\_\_\_\_

- Copy of current US Driver's License or US State Government issued photo ID is required from Person Responsible for the Event
- YOU MUST BE 18 YEARS OF AGE OR OLDER TO RENT THE FACILITIES.
- Name on reservation is responsible for the facility, no sub-leasing is permitted

I have read and agree to all the rules and terms of the rental agreement:

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Person Responsible for Event)

## City Use Only

Rental Fee Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Cash: ☐ CC ☐ Check #: \_\_\_\_\_

Cleaning & Damage Deposit: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Cash: ☐ CC ☐ Check #: \_\_\_\_\_

Scissor Lift/Manlift Rental Yes: ☐ No: ☐ Fee: \$100 (per reservation) Date Paid: \_\_\_\_\_

Cleaning & Deposit Returned: Yes ☐ No ☐ Date Returned: \_\_\_\_\_

Key checkout: Facility \_\_\_\_\_ Key # \_\_\_\_\_ Date: \_\_\_\_\_ Date returned: \_\_\_\_\_

WALKTHROUGH TIME: \_\_\_\_\_ Current US DL/US ID: ☐ Receipt #: \_\_\_\_\_

In consideration of reserving the facilities owned by the City of Evanston, the Renter agrees to the following considerations:

- Buildings will be available for use at 7:30 AM. Your event must be shut down by 11 pm and everyone vacated by 6:00 AM the morning following the event. No alcohol after 11 pm. The 11 pm curfew will be enforced by local law enforcement. All food and drinks must be removed before leaving the facility. The building must be cleaned by 6:00 AM the morning following the event. All personal belongings and equipment must be removed from the building at this time including all trailers and vehicles related to the event.
- **MOTORIZED VEHICLES OR TRAILERS OF ANY TYPE ARE NOT ALLOWED IN BUILDINGS WITHOUT PREAPPROVAL. IF VEHICLE OR TRAILER IS DESIRED FOR DISPLAY OR DECORATION PURPOSES, PRE-APPROVAL MUST BE OBTAINED TO ENSURE APPROPRIATE SURFACE AND FLOOR PROTECTION. PRE-APPROVAL WILL NEED TO BE DONE 5 DAYS IN ADVANCE OF EVENT AND BE SIGNED OFF BY THE FACILITY MAINTENANCE MANAGER. IF VEHICLES OR TRAILERS ARE IN THE BUILDINGS WITHOUT PRE-APPROVAL, 50% OF YOUR CLEANING AND DAMAGE DEPOSIT WILL BE COLLECTED.**
- If weather conditions present snow and ice, the City of Evanston has provided ice melt and shovels and it is the renter's responsibility to make sure paths are clear and ice free for the safety of patrons.
- Multiple reservations are limited to four (4) reservations at one time. City and Urban Renewal Agency Events are exempt from multiple reservation restriction.
- Please be respectful of another renters' privacy.
- Please use the facilities with consideration! Facility must be thoroughly cleaned and left in a condition suitable for the next renter. Cleaning supplies are available. Renters are responsible for all cleanup of the buildings. A cleaning list will be provided when the keycards are picked up.
- Grounds at all building sites must be left in perfect condition.
- Please keep children off train cars and out of old buildings for their own safety.
- No food preparation or serving in the Portland Rose Room and the carpeted areas of the mezzanine.
- No tape of any kind or fun tack. No adhesives of any kind may be used on paintings. Hay/straw must have a tarp underneath it.
- Exit areas must remain clear and exit signs not blocked or covered by decorations.
- Return all microphones and sound equipment. Lock them up in the black box at the end of your rental.
- Keycards must be returned within 24 hours of facility use and may be returned at the City Hall drop box on weekends.
- No Pets except for service dogs.
- Smoking is prohibited under City Ordinance 06-17. E-cigarettes and similar devices are not allowed in the facilities.
- Fireworks are not allowed without a permit issued by the Fire Department. Permit must be presented at the time of rental.
  - **No open flame, propane bottles or machinery/vehicles allowed in any of the buildings without a permit issued by the Fire Department. Permit must be presented at the time of rental. This applies to anyone cooking in the buildings.**
- No parking in the plaza areas.
- Refund of deposits will be available no sooner than twenty-four hours following a weekday event and the following Friday after weekend rentals.
- The City of Evanston has the right to deny all or part of deposit refunds if the facility was not properly cleaned and/or cleared by 6:00 AM following the event or if damage to property occurred during the event. Any damage that exceeds the amount of deposit will be billed to renter.
- Prior to assuming possession, Renter shall complete a Decorator/Food/Alcohol Catering Checklist for any decorating or catering not directly provided by the Renter and provide a copy of the Checklist to the vendors. Renter understands that the deposit submitted to the City may be used and applied for violations of the Checklists by Renter's vendors.
- If you are in the building the day before or the day after your scheduled event that has not been scheduled and paid for, 50% of the rental fee will be taken out of your deposit.
- The City of Evanston will hold a rental with no payment for seven days after that, 50% must be put down to hold the venue. All fees must be paid in full one month prior to the event.
- **CANCELLATION POLICY: To receive your full refund, you must cancel within one week for rentals Monday through Thursday. For Friday through Sunday rentals, these must be canceled one month prior to the event.**
- **Renter agrees to indemnify and hold the City of Evanston and Urban Renewal Agency harmless from any claims, damages, lawsuits, liabilities, expenses, costs, costs of defense including but not limited to reasonable attorney fees, of whatever nature or kind arising out of or in any way related to the use and or occupancy of the city facility by the Renter pursuant to the Facility Rental Agreement.**

I have read and agree to all the rules and terms of this rental agreement:

Renters Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Decorators - Food Catering - Alcohol Permits

### Decorator

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- When putting up decorations please be considerate of building, do not use nails and avoid staples or tape. All hay must have a tarp under it. No flame, vehicles, or machinery in the buildings without a fire permit.
- No fireworks inside the building, any sparklers or fireworks outside the building require a fire permit.
- All Decorator requests shall be made through the renter.
- Please remove all means of attaching decorations.
- **DECORATOR PARKING IN DESIGNATED AREAS ONLY, NO PARKING IN THE PLAZA.**

I have read and agree to all the rules and terms of the rental agreement:

Renter's Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Food Caterer

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- Renter is responsible for leaving the kitchen and serving area clean.
- Do not pour grease down sink drains or storm drains in the plaza areas.
- Leftover food or beverage must be removed before vacating kitchen and serving area.
- BBQ is allowed in designated areas only with wood and/or grease catcher under the BBQ.
- All garbage cans are to be emptied before vacating serving area. Do not reline cans inside.
- Please use trash cart (provided) when emptying trash (do not drag garbage bags over floors).
- **CATERING PARKING IN DESIGNATED AREAS ONLY, NO PARKING IN THE PLAZA.**

I have read and agree to all the rules and terms of this rental agreement:

Renter's Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Alcohol Caterer

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- Caterer's are required to be TIPS trained and must have a City of Evanston Liquor License.
- A separate catering permit is required.
- Servers must be 21 years of age
- All garbage cans are to be emptied before vacating serving area. Do not reline trash cans inside.
- Please use trash cart (provided) when emptying trash (do not drag garbage bags over floors).
- **CATERING PARKING IN DESIGNATED AREAS ONLY, NO PARKING IN THE PLAZA.**

I have read and agree to all the rules and terms of this rental agreement:

Renter's Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Equipment Check Out

## Machine Shop

## Superintendent

Cordless Microphone ☐

Projector: ☐

Corded Microphone: ☐

Extra Power Box: ☐

Sound System Connection Box

Scissor Lift \$100 Fee ☐

Projector ☐

Stage ☐

## Roundhouse

## Portland Rose Room

Cordless Microphone: ☐

Cordless Microphone: ☐

Corded Microphone: ☐

Corded Microphone: ☐

Lapel Microphone: ☐

Lapel Microphone: ☐

Projector: ☐

Projector Cord: ☐

Extra Power Box

Sound System  
Connection Box: ☐

## Strand

Scissor Lift \$100 Fee

Cordless Microphone ☐

Stage ☐

Projector ☐

## Beeman

## Depot

Cordless Microphone: ☐

Extra Power Box ☐

Projector: ☐

TV/HDMI Cord ☐

Extra Power Box ☐

**\*\*KEYBOARDS AND/OR ELECTRIC GUITARS ARE NOT ALLOWED TO**

**HOOK INTO OUR SYSTEM, BRING OWN EQUIPMENT\*\***

MOTORIZED VEHICLES OR TRAILERS OF ANY TYPE ARE NOT ALLOWED IN THE BUILDINGS WITHOUT PRE-APPROVAL. IF VEHICLE OR TRAILER IS DESIRED FOR DISPLAY OR DECORATION PURPOSES, PRE-APPROVAL MUST BE OBTAINED TO ENSURE APPROPRIATE SURFACE AND FLOOR PROTECTION. PRE-APPROVAL WILL NEED TO BE DONE 5 DAYS IN ADVANCE OF EVENT AND BE SIGNED OFF BY THE FACILITY MAINTENANCE MANAGER. IF VEHICLES OR TRAILERS ARE IN THE BUILDINGS WITHOUT PREAPPROVAL, 50% OF YOUR CLEANING AND DAMAGE DEPOSIT WILL BE COLLECTED. NO MORE THAN 2 GALLONS OF FUEL IN VEHICLES WITH A DESIGNATED FIRE EXTINGUISHER. BATTERIES MUST BE UNPLUGGED.

City Use Only

Type of Decoration or Display: \_\_\_\_\_

Required Surface and Floor Protection: \_\_\_\_\_

Approval: YES ☐ NO ☐