



185 N. Kembark, Decatur, IL. 62522
217-963-2980
harristownvillage01@gmail.com
www.villageofharristown.com

Community Center Rental Agreement

CONTACT INFORMATION

Name (print)_____ Phone:_____

Address:_____ Email:_____

☐

Village Resident

☐

Non-Resident

EVENT INFORMATION

Type of Event:_____

Date of Event:_____ Time of Event:_____

I certify that I have read, understand, and will comply with the terms of use as set forth by the Village of Harristown for the use of this facility. I agree to pay the deposit fee and rental fee for the use of the Harristown Community Center. I acknowledge receipt of the Community Center Rental Terms of Use and by my signature I agree to these terms and conditions.

Signature

Date

☐

\$150 Deposit Check

☐

_____ Rental fee amount ____ Check ____ Cash ____ Credit Card (Water Account)

Harristown Village Representative



Community Center Rental Information & Terms of Use

Rental Rates:

- \$20.00/hour for residents of Village of Harristown
- \$30.00/hour for Non-residents

Entire weekend rate (Friday, Saturday, Sunday)

- \$500 Village Resident
- \$600 Non-residents

Payment for rental should be made at least 7 days prior to date of reservation. A rental check returned as NSF will automatically void any rental agreement.

- ❖ **A separate \$150 Deposit check required with Community Center Rental Agreement as both a reservation deposit and damage deposit.**
- ❖ Non-profit organizations receive rental at no charge, with approval. (i.e., Church, Fire Department, Scouts, Library Board, etc.)
- ❖ The key must be picked up at the Village office on the business day before the reserved date. Village Office hours are M,W,F 9am-3pm & Tu, Th 11am-5pm.
- ❖ The key must be returned to the payment drop box immediately after the event. Loss of a key or the key not being returned could result in deposit not being returned.
- ❖ Outside food and catering are allowed. Renter accepts all liability with regard to this.
- ❖ No open flames permitted inside of building. (Candles for a birthday cake are the only exception.)
- ❖ Renter agrees that loud music will be stopped at **10:00 p.m.**, any nuisance or disturbance violations will result in possible loss of deposit and barring from rental of Community Center for a minimum of (1) one year.

Emergency Contacts for the Village of Harristown

Les Jenkins, Mayor	217-619-3443	Macon County Sheriff non-emergency	217-424-1319
Jay Trusner, Mayor Pro-tem	217-791-2501	EMERGENCY ONLY	911

- ❖ Renter assumes full responsibility for the acts and conduct of all people at event. Loud or boisterous behavior by adults or children which might disturb nearby residents can be considered an ordinance violation.
- ❖ No items are to be pinned, tacked, or taped to walls. (This includes the use of non-marking command strips) Strips are provided on the West wall to hang items.
- ❖ Renter will ensure that parking for the event will not curtail access to Village streets and neighboring properties.
- ❖ Before leaving, make sure all windows are closed, all lights are turned off, and thermostat is returned to 74 degrees.
- ❖ Renter agrees to complete all items on clean up checklist. Failure to complete all items on list could result in loss of deposit as a cleaning fee.
- ❖ Any damage to building, furnishings, and/or property will be charged to renter for repair and/or replacement cost of damaged item.
- ❖ **False Fire Alarms** will result in loss of **\$150 deposit**. Special care should be taken to prevent children from playing with the alarms. The Harristown Fire Protection District is notified immediately should this alarm sound.
- ❖ Alcohol may only be served in the building if ALL criteria are met.
 1. Proof of insurance coverage for this event must be provided.
 2. Temporary liquor license, issued by the Village of Harristown is required. (\$50 fee for one day)
 3. All people served alcohol must be of legal age. No minor guests shall be served any alcoholic beverages.

Any person(s) serving alcohol without a temporary liquor license shall be subject to a fine of \$500.

All damage, fines, and fees are due and payable upon receipt of a bill from the Village of Harristown. Should legal action be required to collect these fees, all additional legal fees will be paid by the contract signee.

Community Center Capacity

360 - Standing
175 - Seated Banquet style with
tables and chairs

The Community Center makes available:

18 - 6 foot round tables
3 - 6 foot rectangle tables
7 - 8 foot rectangle tables
141 - Folding Chairs

Community Center Clean Up Checklist

- ☐ Clean off and wipe down all tables and chairs used.
- ☐ All chairs put away.
- ☐ All round tables put away. Rectangle tables may be pushed against the walls.
- ☐ Sweep floor and spot clean any areas needing mopped.
- ☐ Empty bathroom garbage cans.
- ☐ Kitchen cleaned if used.
 - Counter tops wiped off
 - Floor swept
 - All dishes washed and sink cleaned
 - All of your items removed from refrigerator and freezer
- ☐ All garbage taken out to dumpster.
- ☐ Parking lot free of garbage and debris.