

Collinsville Township Senior Center

Rental Request Application

420 E. Main St. Collinsville, IL 62234

618-344-7787

Applicant Name: _____ Phone # _____

Business/Title: _____

Address: _____

City _____ State: _____ Zip code: _____

Today's Date _____ Rental Date: _____

Times Requested (include set-up and clean up time) _____

Number of participants expected: _____

Purpose of rental: _____

Will you be using the main hall? Yes No

Will you be using the lounge? Yes No

Will you be using the kitchen? Yes No (\$50 added if yes)

Rental Fee: _____ hours @ _____ per hour = _____

Kitchen fee (if applicable) \$ _____

Security Deposit (May be written as separate check): \$100

Total Due: _____

Cancellation Policy:

Rental Fees **AND** Security deposit must be included with the application to be considered for approval. Rental fees will be refunded in full if a reservation is cancelled at least 14 days in advance of the scheduled event.

If the event is cancelled less than 14 days but more than 7 days, half the reservation fee will be refunded. A cancellation of less than 7 days will result in no refund of the reservation amount. The cancellation date will be the date a written notice is received by the director (email ok). All cancellations must be received in writing. Security deposit will be refunded if all rules and regulations are followed.

By signing you agree to all the terms set forth and any other conditions specified by the Township Board and or Township Supervisor.

Signature of Applicant: _____ Date: _____

Authorizing Signature: _____ Date: _____

Special conditions set forth by the Township Board Supervisor and/or Senior Center Director:

Special arrangements requested by renter:

Collinsville Township
Senior Center Hall Rental

Reservations for the hall must be made at the Senior Center located at 420 E. Main Street

A completed application with applicable charges paid in full and security damage deposit must be included for approval. Applications are approved on a first-come first-serve basis. The Township reserves the right to deny use of the hall for any event deemed to be contrary at the discretion of the Township Board. The Township may also revoke any previously permitted occupant at any time at the discretion of the Township Board or staff.

Occupancy of the hall cannot exceed a maximum of 200 people at any time.

COSTS:

Baby/ Bridal Shower	Anniversary	Birthday Party	Reunion
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RESIDENT: \$35 per hour	Non-Resident: \$75 per hour
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Wedding receptions

RESIDENT: \$40 per hour	Non-Resident: \$80 per hour
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Meetings

RESIDENT: \$20 for 2 hours \$10 each add hour	Non-Resident: \$40 for 2 hours \$20 for each add hour
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Funerals:

The building may be used for a funeral luncheon.

Resident for a flat fee of \$25 for 2 hours. \$35 for each additional hour

non-resident for a flat fee of \$50 for 2 hours. \$75 for each additional hour.

- **A deposit is required for ALL events. \$100**
- A minimum charge of \$100 per activity excluding meetings and funerals
- An additional of \$50 will be added if use of the kitchen is requested. There is a separate contract regarding use of the kitchen.
- A Fee of \$20 for every 15 minutes past contracted end time will be subtracted from deposit.

Rules and Information for Hall Rental

Initial every rule indicating your acknowledgement of the rules.

- 1. NO alcoholic beverages are allowed under ANY circumstances. This includes the facility and surrounding premises.**

Anyone violating this will be immediately asked to leave the property and the applicants(s) will be banned from requesting the use of the hall in the future and will result in the Township retaining all fees and security deposit collected for the event.

2. No Smoking anywhere within the building. The Collinsville Township Senior Center is a smoke free facility.
3. No equipment installation or building modifications are to be made unless approved in advance by the Township Board of Trustees and/or the Township Supervisor.
4. No nails, tacks, pins or staples may be applied to any surface. The applicants(s) must remove all decorations immediately following the event. A \$25 fee per hour will be deducted from the security deposit if a Township employee is required to remove any or all remaining decorations. (the minimum fee will be \$25)
5. No candles or other flammable materials shall be allowed or used within the facility or surrounding premises except for food warming equipment.
6. No property belonging to the Township shall be removed or displaced in any way unless granted permission by the Township Center director in advance.
7. The set-up of chairs and tables is the responsibility of the applicant(s) utilizing the facility. The applicant(s) are also responsible for the return of the tables and chairs to their original storage locations in good order or the security deposit will be forfeited.
8. All designated areas marked "handicapped parking" must be kept clear unless used by a designated person. This is the responsibility of the applicant(s).
9. There is parking in the rear of the building, on the street and an additional lot across the street from the front of the center. The Township will not be responsible for any personal property, such as but not limited to vehicles that are damaged, vandalized or stolen.
10. Applicant(s) must abide by all rules and regulations of this agreement along with any special conditions the Township Board and/or supervisor" may set forth upon approval of said request. Any comments or complaints of the applicant(s) shall be addressed in writing to the office of the Township Supervisor at 305 E. Main St Collinsville, IL 62234
- 11. Upon approval of the application for hall rental, the applicants(s) agree to be responsible for ensuring the Collinsville Township Senior Center Hall rules and regulations set forth by the Township Board will be abided by and accept full responsibility if any are not abided by.**
12. The applicant(s) shall insure the activities/events will be properly controlled at all times and will furthermore insure that all persons under the age of 18 years will be properly supervised at all times during the event.
13. The applicant(s) will be responsible for the safety of their guests. Any Township employee has the right to summon local law enforcement if unruly behavior is not controlled at their discretion.
14. The Collinsville Township Board and/or Township Supervisor will not be responsible for any valuables brought onto the premises by anyone attending the said event.
15. The Collinsville Township Board and/or Township Supervisor furthermore reserve the right to amend or modify these rules and regulations at any time.

Collinsville Township Senior Center

Rules and Information for Renting the Kitchen During Your Event

1. The kitchen will remain locked unless prior approval for use of the kitchen is obtained and a fee of \$50 is collected.
2. There will be NO FRYING in the kitchen. We are not equipped with a hood designed for grease nor do we have a grease trap in the plumbing.
3. You must have a signed kitchen contract to use the refrigerator. It is the applicant(s)' responsibility (not Township employees) to receive cold items requiring refrigeration before said event. If a drop off time that is earlier than contracted event time is requested, approval is based upon availability of Senior Center Director and not guaranteed.
4. Applicant must provide their own kitchen equipment including but not limited to pots/pans, utensils, can opener, pitchers, mixer, coffee maker.
5. Applicant must provide their own rags and dish soap
6. Kitchen must be returned to the same condition you found it in.

Applicant Signature: _____ Date: _____

Authorizing Signature _____ Date: _____