

# Hampshire Township

## Town Hall

### Rental Rules & Guidelines

This document sets forth the terms and conditions upon which the Hampshire Township Multi Purpose room "Town Hall" may be used.

1. Rentals are approved for up to 8 hours, and are subject to availability. The start time is when the applicant will have access to the building and **includes any set up and tear down**. Users shall not be allowed to bring in items, equipment, etc. and/or set up said items during **another** event that is being held in the Township Hall.
2. Event date is not guaranteed until all paperwork is received & approved.
3. Set up or dropping off of materials prior to the event is not allowed.
4. **Rental Rates will be determined by the following:**
  - a. Residency: User fees will be based on the residency of the applicant and provider of certificate of insurance.
  - b. Frequency of use: Organizations that commit to an annual agreement that includes a minimum of 6 events per year with a pre-set date and time.
5. The user is solely responsible for inspecting the Township Hall prior to its use and determining whether it is safe and appropriate for the proposed use. The user shall be responsible for providing the appropriate supervision of guests, and to ensure that all guests comply with this Policy. A certificate of insurance with a limit of \$1,000,000 will be provided naming the Township as additional insured on the date of the event(s).
6. Any special equipment, such as, but not limited to, inflatable toys, electronics, etc. shall be approved by the Township Supervisor or their designated representative.
7. The event must not exceed posted capacities. For an event which requires table and chairs, the individual or organization reserving the Township Hall **shall use only the Township's tables and chairs**.
8. No exits, entryways, hallways, or corridors shall be blocked at any time.

9. Events may be catered at the cost of the user, subject to the insurance, cleaning, and garbage requirements stated herein. There are no cooking facilities in the Township Hall.
10. Alcoholic beverages may not be on the premises at any function in the Township Hall, unless the user provides evidence of **dram shop** insurance. Coverage will be required if alcoholic beverages are to be available. The user must provide evidence of dram shop liability coverage with a limit not less than \$1,000,000 per occurrence, also naming the Township, its elected and appointed officials, its employees, agents and volunteers as additional insureds.
11. The Township Hall is a smoke-free, vape free building, and smoking of cigarettes or other smoking materials is prohibited **within 15 ft** of all public entrances, windows, and ventilation equipment, as provided in the Smoke Free Illinois Act.
12. Individuals, groups, and organizations using the Township Hall must respect the personal and property rights of staff and others and avoid unnecessary noise that may disturb other groups using the facility or others in the area of the facility or property. Amplified music or sound will not be permitted unless approved in advance by the Township Supervisor or their designated representative.
13. When an event involves minor children, the event must be supervised by at least one responsible adult age 21 or over. When the minor children are age 12 and under, there must be a ratio of one person age 16 and over for every 5 children under the age of 12. In all cases, the Sponsor of any event must be an adult age 25 or over.
14. All trash and garbage must be disposed of in an appropriate manner off-site or in the dumpsters located north of the Hall, near the Road District.
15. All lights must be turned off after the event concludes.
16. Please return the heat down to 65 upon exiting during the winter months and turn off air conditioning during warmer months.
17. All doors must be locked and the building secured upon exiting.
18. All items stored in the refrigerator must be removed and properly disposed of.

19. The individual, group, or organization using the Township Hall will be responsible for setting up, (beyond tables and chairs) for the permitted event or activity and cleaning up the property at the conclusion of the event or activity, including removing **all** materials, including garbage and debris, from the property. No materials may be stored or left behind in the Township Hall without the direct communication with Rental coordinator or their designee. Items left behind as intended donations that are not clearly marked, will be viewed as garbage and debris and will incur a cleaning fee.
20. All areas must be left in the condition that they were found. All equipment must be returned to its original arrangement. Basic cleaning (sweeping and light mopping) of floors is included in the rental amount. If additional cleaning service is required, the user will be responsible for the additional cost and will be charged against their cleaning deposit at the rate of \$25 per hour, and invoiced for anything beyond the cleaning deposit.
21. The individual, group, or organization using the Township Hall assumes all liability for damage to or theft of Township property, facilities, or equipment or the property or equipment of the individual, group, or organization resulting from its use. No Township facility or property may be structurally altered or otherwise modified without the advance, written approval of the Township Supervisor. Renewal of a permit to use the Township Hall will be contingent on the satisfactory care of Township property and strict observance of all rules and regulations governing its use.
22. Use of the Township Hall and property must comply with all federal and state laws, and local codes, rules, and regulations. Township officials, staff and appropriate law enforcement personnel are authorized to enter the Township Hall at any time in order to enforce this Policy, as well as all other laws, codes, rules, and regulations.
23. The Township is not responsible for the security of any property or equipment of the individual, group, or organization or any person attending any event or activity. The Township may, in its discretion, provide Township staffing for a particular event or activity, and require the individual, group, or organization to reimburse the Township for the costs of these additional Township services.
24. The user is responsible for all property damage, and shall be invoiced for the cost of repair should it exceed the amount of the security deposit.
25. Violations of this Policy, misuse of the Township Hall, or misrepresentation regarding

the activities or scope of the proposed use will result in the revocation or non-issuance of future permits, in addition to other remedies authorized herein or under the law.

I \_\_\_\_\_ have read and agree to the Guidelines and Limitations of the Hampshire Township Town Hall rental agreement. I furthermore agree to indemnify, defend and hold the Township, it's officers, employees agents and volunteers harmless from any loss, damage, expense, claim and cost of every nature and kind whatsoever, including attorney's fees, arising out of or in connection with applicant's use of the Township's property, facility, public right of way, public equipment or public personnel at, during or in conjunction with the activity or event described in the application.

Proposed date of rental: \_\_\_\_\_

Applicant: \_\_\_\_\_ on behalf of \_\_\_\_\_  
Printed

Applicant Signature: \_\_\_\_\_

Date of application: \_\_\_\_\_

**Hampshire Township**

# Hall Use Rental Procedure

This document sets forth the procedures necessary for rental of the Hampshire Township Administration Multi-purpose room..

The Township Hall is available to governmental bodies and not-for-profit organizations, as well as private businesses and individuals.

1) Rentals are approved for up to 8 hour increments, and are subject to availability. The start time is when the applicant will have access to the building and **includes any set up and tear down**. Set up or dropping off of materials prior to the event is discouraged and will incur additional charges.

2) Confirm availability of the date and time requested. This can be done by emailing, Staff@HampshireTownship.org or calling 847-683-9464 ext #5. A date will not be held until all paperwork is complete.

3) Submit necessary paperwork

**Documents** - The following documents must be submitted a minimum of 4 business days prior to rental.

A. Completed Application for use of Township Hall must be submitted to the Rental Department, not less than seven days prior to the proposed date of use.

B. Rental Fee Rental fee includes set up of chairs and tables by Township staff and includes up to 8 hours of rental. As of 1/12/23 rental rates are as follows:

## **RENTAL RATES as of 1/12/2023**

**Non-Residents = \$250 per 8 hours**

**Residents = \$100 per 8 hours**

Committed Multi-Use = \$50 per use.

C. A completed Hall Rental Set-up Diagram Form - A room diagram should be attached to the application. The room dimensions are 42' by 28'. The tables measure 8' x 30". Comfortable aisle space is 36-42. We have a maximum of 13 tables and 100 chairs. But the maximum number of chairs that can be accommodated if using all 13 tables is 82.

D. A signed copy of the Rules and Guidelines of Hall rental - The Rules and Guidelines of rental can be obtained on our website HampshireTownship.org under the Services tab, or by contacting our Rental Department via email at Staff@HampshireTownship.org, or calling 847-683-9464 Ext.5.

E. Security and Cleaning deposits - A security deposit of \$100 and a separate cleaning deposit of \$100.

F. Certificate of Insurance - The user must provide evidence of liability insurance no less than 4 business days prior to the event that includes a provision naming Hampshire Township, its elected and appointed officials, its employees, agents and volunteers as additional insureds. The liability insurance must have a minimum Bodily Injury and Property Damage coverage of one million dollars (\$1,000,000) per occurrence, plus \$1,000,000 aggregate.

G. Dram Shop Insurance, (if alcohol is on the premises) - **Additional** coverage will be required if alcoholic beverages are on the premises. The user must provide evidence of **dram shop liability coverage** no less than 4 business days prior to the event with a limit not less than \$1,000,000 per occurrence, also naming the Township, its elected and appointed officials, its employees, agents and volunteers as additional insureds. In all cases, the proposed event at the Township Hall must fall within the policy terms as stated on the certificate of insurance.

H. Catered Events/ Outside vendors - Should applicant elect to have the event catered, the caterer or outside vendor must also provide a certificate of insurance no less than 4 business days prior to the event allowing an off-premise event and naming the Township, its elected and appointed officials, employees, agents and volunteers as additional insureds.

4) Review of premises and Issuance of building code - Upon completion and submission of all paperwork, a staff member will issue a 4 digit code and review the cleaning instructions and checklist.

5) Return of deposits - Upon inspection of the premises, a determination will be made if deposits will be returned. The Township will have up to 30 days to return deposits.

## APPLICATION FOR USE OF HAMPSHIRE TOWNSHIP TOWNSHIP HALL

Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Responsible Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Residency status**

Resident

Non-Resident

Date of event: \_\_\_\_\_ Date of periodic meetings: Attach list of date and times

Time event begins: \_\_\_\_\_ Time event ends: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_ Number of children under 12: \_\_\_\_\_

Describe general purpose of event: \_\_\_\_\_

\_\_\_\_\_

Will food be served: Yes / No (NO FOOD COOKING ALLOWED)

Will alcohol be on the premises: Yes / No

Will amplified music or noise be used? Yes / No

Will you have special equipment as referenced in item 6 of the Rules and Guidelines? Yes/No

Have you attached a copy of table and chair layout: Yes / No

Have you attached and signed the Rental Rules & Guidelines: Yes/No

Requested Door Code # \_\_\_\_\_ (Must be 4-6 digits)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Organization: \_\_\_\_\_

***For Township Use:***

Proposed Rental Dates: \_\_\_\_\_

\_\_\_\_\_ *Application Completed and signed*

\_\_\_\_\_ *Rental Rules and Guidelines Completed and signed*

\_\_\_\_\_ *Security Deposit of \$\_\_\_\_\_ paid. Chk #\_\_\_\_\_*

\_\_\_\_\_ *Cleaning Deposit of \$\_\_\_\_\_ paid. Chk# \_\_\_\_\_*

\_\_\_\_\_ *User fee of \$\_\_\_\_\_ paid or waived. Chk# \_\_\_\_\_*

\_\_\_\_\_ *Hall Rental Set-up Diagram form*

\_\_\_\_\_ *Certificate of insurance submitted.*

*Insurance carrier name:\_\_\_\_\_ Policy #\_\_\_\_\_*

\_\_\_\_\_ *Dram Shop Insurance submitted, if Alcohol present -If N/A initial here Insurance carrier name:\_\_\_\_\_ Policy #\_\_\_\_\_*

*Permit approved by: \_\_\_\_\_ Date: \_\_\_\_\_*

*Entered into Schedules Plus \_\_\_\_\_*

*Entered Door code \_\_\_\_\_*