Village of Shiloh Community Center ***7 Park Drive --- Shiloh, Illinois 62269***

Village Phone: 632-1022 ext., 119; After Hours: 618-791-3275 Email: sslininger@shilohil.org

PLEASE KEEP THIS CONTRACT WITH YOU ON THE DAY OF YOUR EVENT

CONTRACT FOR THE COMMUNITY CENTER

Name:_____ Date of Rental: _____

Address:_____ Type of Event: _____

City/State/Zip:_____ Number of People: _____

Set up time: _____

Telephone #: _____ Start time:_____End Time_____

Driver's License #: _____ Email: _____

COMMUNITY CENTER: ☐ **Resident: $200.00 – DEPOSIT: $150.00.**

☐ **Non-Resident: $400.00 – DEPOSIT: $150.00**

☐ **Glitter, Confetti & Sequins Charge $100.00** ☐ **Yes** ☐ **No**

Rental is due 2 weeks prior to the event. We accept checks or cash. Late payments will be cash or credit card (with fee). Deposit may be refunded, if facility is left in clean condition and items 3-12 are completed. Cancellations must be made ***48 hours before the event*** *for the deposit of $150.00 to be refunded.*

1. This area seats approximately 80 people.
2. Rental is for day of the event only and may not exceed 11:00 p.m. with one half hour allowed to vacate the hall. **Renter is held responsible for any damages made to the hall.**
3. ____Please no tape, tacks or adhesive strips on the walls, counter tops or ceiling tiles and grids.
4. ____Please do not take pictures off the walls.
5. ____Please cover tables.
6. _____Bring wash cloths to wipe off tables.
7. ____Sweep the floor. (Broom in supply closet)
8. ____Please place trash bags in dumpster in the gated area east of Klucker Hall.
9. ____ Please put liners in empty cans. (Extra liners in bottom of all cans)
10. ____Check the restrooms (flush toilets, faucets turned off and lights turned off).
11. ____Turn off all lights in the hall.
12. ____If you rearrange the tables and chairs, please return them to original set-up away from the walls.

Please do not move blinds up and down.

The Village of Shiloh expressly asserts it is not, and will not be responsible for any injuries, accidents or any lost articles from guests or renters. By signing below, the undersigned hereby expressly asserts and acknowledges the entirety of this contract.

Should the Village of Shiloh be involved in any litigation or dispute due to the negligence or intentional acts of any guest or renter, the renter hereby agrees to hold the Village of Shiloh harmless and reimburse the Village for any costs associated with such litigation, including attorney's fees.

Should the Village be required to replace or repair any Village property, real or otherwise, due to the negligence or intentional act of the renter or guests of the renter, the renter expressly acknowledges and agrees to reimburse the Village for the costs of any such replacement or repair.

In the event any dispute arises between the Village of Shiloh and the undersigned renter regarding any aspect of the renter's use of a Village rental facility, the undersigned renter hereby expressly asserts and agrees that any such dispute shall be resolved by binding arbitration through the American Arbitration Association. In the event arbitration is engaged, the statutory and common law of the State of Illinois shall apply.

The Village asserts, and maintains the right, to deny rental of any of the Village rental facilities to any potential renter.

You may pick up the key on_____between the hours of 7:00 a.m. and 5:00 p.m. at the Municipal Building, 1 Park Drive. All weekend rentals will need to be picked up on Thursdays as our office is closed on Fridays.

Please return the key to the Municipal Building the next business day: _____.

_____ _____

Renter Date Village Representative Date

Office Use:

Deposit Fee: $_____ Cash Check #_____ Date Deposit Fee Paid: _____

Rental Fee: $_____ Cash Check #_____ Credit Card ____Date Rental Fee Paid: _____

Returned Deposit: Date: _____ Received by: _____