



Prairie Building/Park
 (A Sugar Grove Park District Facility)
 31 Main Street
 Sugar Grove, IL 60554



Prairie Building Rental Application

Please contact Suzanne Serrurier at (630)466-7436 OR
sserrurier@sgparks.org

Fax Number: 630-466-8675

Date Requested: _____ Alternative Date: _____

Arrival Time: _____ am/pm Departing Time: _____ am/pm

Contact Person: _____ Phone #: _____

Address: _____

Activity: _____ Estimated Attendance: _____

Please Circle One: Resident Resident Business/Corporation Not-For Profit Group

Will alcoholic beverages be consumed at Prairie Building/Park? Yes No Please Initial _____

**If you check no and do serve alcoholic beverages you will
 forfeit your security deposit and be evicted from the premises.**

- ✓ \$250.00 Security deposit is required 1 month prior to rental date requested.
- ✓ Full payment is due 7 days prior to the date of the rental.
- ✓ If serving alcoholic beverages, there is an additional fee for Liquor Liability Insurance.
- ✓ Make check payable to the Sugar Grove Park District.
- ✓ Cancellation must be done 48 hours prior to the rental date requested.
- ✓ All Prairie Building/Park rules **must** be observed.

I will be responsible for any damages caused by my usage of the Prairie Building/Park. I further understand that all or part of my deposit may be applied to the cost of custodial work if I do not leave the Prairie Building/Park in the clean condition expected. A key can be obtained at the Sugar Grove Park District office during business hours Monday thru Friday (except for holidays). I will be issued a key and I am expected to complete the clean-up and be out of the Prairie Building/Park by midnight. The key must be left in the locked drop box attached to the front of the Sugar Grove Park District office, or surrendered in person before any refund of security deposit is made. Security deposit refunds will be mailed directly to the name and address named on this contract. I understand that the use of the Prairie Building/Park shall be in strict accordance with the **Prairie Building Policy and Procedures**, a copy of which has been provided to me.

Signed _____

Date _____

For Office Use Only	
Deposit Received _____	Key # & Date Issued _____
Rental Fee Received _____	Date returned _____
Liquor Insurance Fee Received _____	Refund Amount Due _____
Check Number _____	Date Sent _____
Check Number _____	Check Number _____

Sugar Grove Park District - Prairie Building/Park

Hold Harmless Agreement

The Sugar Grove Park District and _____ (Prairie Building/Park User) hereinafter referred to as "**Prairie Building/Park User**," have on this _____ day of _____ entered into the following agreement to declare the respective liabilities and obligations of each party as such pertains to the use of the Prairie Building/Park facilities.

In consideration of the grant of use of the above-described Prairie Building/Park, the payment of any rent prescribed, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. That the Prairie Building/Park user desires to use, for private purposes, the Prairie Building/Park and facilities thereon, commonly known as **Volunteer Park** on the following date: _____. (**Date of event**)

2. This Hold Harmless Agreement shall remain in effect and be binding upon the parties unless and until amended or terminated in writing and in no way shall the term or effectiveness of the Hold Harmless Agreement be affected by the period of time during which said park shall be used.

3. Prairie Building/Park User agrees to defend, indemnify and hold The Sugar Grove Park District, its officials, agents, servants and employees, harmless from the payment of any sum or sums of money to any person, firm or corporation on account of any claim, suit, damage, injury, whether to persons or property, arising out of or in any way attributable to the use of the above-described Park. Indemnification provided shall include any expenses, including reasonable attorney's fees and costs, which The Sugar Grove Park District, its officials, agents, servants or employees may incur as a result of any such claim. In the event of any such claim, park user agrees to immediately retain counsel to provide such defense on behalf of The Sugar Grove Park District, its officials, agents, servants or employees, and The Sugar Grove Park District shall have the right to approve the selection of counsel, which approval shall not be unreasonably withheld.

4. Park user agrees to pay the costs, including reasonable attorney fees incurred in any action to enforce the terms of this agreement.

5. For purposes of the agreement, "Prairie Building/Park User" shall be defined as the undersigned individually, as well as any person or entity with whom a contract, oral or written, for the use of the Prairie Building/Park, has been entered into with The Sugar Grove Park District.

The parties have signed this agreement this _____ day of _____, 20_____.

Printed name of Prairie Building/Park User

Printed name of Sugar Grove Park District Agent

Signature of Prairie Building/Park User

Signature of Sugar Grove Park District Agent

Please **return pages 1 and 2** to the Park District Office. **Keep pages 3 and 4** for yourself. It contains important information you will need.

Prairie Building Policy & Procedures

Fees:	Weekdays, Weekends & Holidays	\$150.00 Village Resident & Businesses \$100.00 Non-For-Profit Groups
Security Deposit:	\$250.00 All Rentals	
Liquor Insurance:	\$185.00 - \$850.00 depending of number attending (If Applicable)	
Prairie Building/Park Hours of Operation:	Sunday - Thursday Friday and Saturday New Years Eve	9:00AM until 10:00PM 9:00AM until 12:00AM 9:00AM until 1:00AM

Commercial, retail and for-profit activities are prohibited.

Prairie Building/Park Occupancy Capacity

As set by the Sugar Grove Fire Protection District is as follows:

- 120 persons when tables and chairs are used
- 280 persons when chairs only are used. (seating capacity)
- 320 persons for standing room only capacity.

We provide tables and chairs for 60 people. If an event is held that requires additional chairs and tables, it is the responsibility of the renter to pay for and obtain additional tables and chairs. Both tables and chairs must have rubber protection on the feet.

Rental contract, rental fee and security deposits must be received to hold reservation date. All payment forms will be deposited.

All parties reserving the Prairie Building/Park must sign a hold harmless agreement at the time of reservation and be responsible for any damages and clean up prior to inspection by a Sugar Grove Park District employee. Upon passing inspection and return of the Prairie Building key, a security deposit refund request will be submitted. If the building is not left clean, an amount will be withheld from your security deposit to cover our costs. Also, you will be responsible for any damages done to the Prairie Building/Park. The cost of repairs will be withheld from your security deposit, and if need be, you will be billed for any overages and this must be paid upon receipt.

The Sugar Grove Police Department will monitor and enforce Prairie Building/Park rentals regarding curfew, liquor being served and noise abatement levels.

Please do not bring any of the outdoor picnic tables inside. Damage may be done to the flooring. If you choose to bring your own tables and chairs, they **must** have rubber caps over the end of the legs.

Opening of the garage door is prohibitive. This lets in unwanted insects and rodents.

User Guidelines for Prairie Building/Park Clean-up

- ✓ All floors must be cleaned thoroughly, swept and mopped.
- ✓ All waste containers must be emptied into dumpster and trash bags replaced. Do not leave any refuse on or around the dumpster.
- ✓ All toilets and sink areas must be cleaned and sanitized.
- ✓ Supply cabinet must be left clean and in order.
- ✓ All outside grounds and parking lot must be litter free. Patio area should be swept if needed.
- ✓ Tables and chairs are to be wiped clean and neatly stored in the kitchen area.
- ✓ No stakes are to be driven into the ground because of underground cables.
- ✓ All signage and decorations must be removed.
- ✓ All faucets, manually operated exterior lights, ceiling fans and electronic equipment are to be shut off. ***
- ✓ Please think of the next person using the Prairie Building/Park. Would you like to rent it in the condition you are leaving it in?

***Small exterior eave lights are on photocells and central interior florescent box light is a part of the continuous security lighting.

Note: The Prairie Building complies with all ADA standards. It is also a **NON-SMOKING** Facility.

Numbers You May Need

Sugar Grove Police/Fire Ambulance 911 (emergency)
Karen Pritchard 461-5729 (non-emergency)

Don't forget to pickup your key!

We are open from 9:00 AM to 4:00 PM Monday thru Friday. If your event is over the weekend, please pick your key up on Friday.

