

Village of Spring Grove

Rental Agreement for Horse Fair Park

For Office Use Only

Rental Date _____

Applicant & Function Information

Name of Applicant _____

Contact Person _____ Phone # _____

Address _____

Email _____

Rental Date _____ Hours Requested _____ Number of Attendees Expected _____

Type of Function _____

Permit Holder Categories*

Rates

	<u>Rental</u> <u>Fee</u>	<u>Key</u> <u>Deposit</u>	<u>Maint.</u> <u>Deposit</u>
<input type="checkbox"/> Spring Grove Resident/ Business/Organization	\$275	\$25	\$200
<input type="checkbox"/> Spring Grove Organization Open to the Public Event ¹ – Per Day plus variable ²	\$350	\$25	\$300
<input type="checkbox"/> Non-Spring Grove Resident/ Business/Organization	\$450	\$25	\$300
<input type="checkbox"/> Non-Spring Grove Resident/Business/Organization Open to the Public Event ¹ - Per Day plus variable ²	\$450	\$25	\$300

Proof of residency is based on the address of the resident, business or organization.

¹ **Open to the Public Event** is any event in which an entry, user, administration or any other similar fee is charged.

² **Plus Variable:** Requiring General Admission Ticket - Per Ticket: 50 cents or if no General Admission Tickets - % of Gross Revenue: 6.0%. Base fees for public events shall be paid upon written completion of application. Variable fees, along with supporting documentation, shall be paid within 30 days of the function.

All business and organization related or public functions must provide certificate of insurance, with limits of not less than \$1,000,000 listing the Village as an additional insured.

Liability/Indemnification Waiver

As a condition of this permit being issued, the applicant agrees to indemnify, defend and hold harmless the Village, and all of its officers and employees, against any and all suits, causes of action, or injury, illness, or property damage claims arising out of this permit, including any act or omission of the applicant and/or permit holder or activity constituting a part of the activity allowed under this permit. The applicant agrees for itself and/or its employees, agents or volunteers associated or to be associated with the activity for which this application is being sought, to waive and relinquish all claims that may result in any manner against the Village, its agents, public officers, officials or employees and authorized volunteers from said applicant, except for acts caused by the willful and wanton misconduct by employees of the Village acting within the scope of their employment.

By signing below, the applicant certifies that the information provided above is correct; he/she has read and understands the information contained in this permit application; and he/she agrees to conduct the requested activity in compliance with all State and local applicable codes, ordinances, laws and the conditions contained in this permit.

Signature _____ Date _____

-----For Village of Spring Grove Use Only-----

Date Received & Rental Fee Paid _____ Cert. of Insurance Received (if required) _____

Attendance over 100 - Off-Duty Police Officer(s) required? Yes No _____

Police Official Signature

Rules and Regulations

1. **Rental Policy:** Village residents will have first choice to make reservations for **Private Functions** from February 1 – February 13. Beginning February 14, reservations will be open to the general public and for any functions open to the public. The park is available for rental from May 1 – October 31 weather dependent.
2. **Rental Fees:** Fees are payable in full upon written completion of application; *verbal reservations will not be taken and no reservation is final until the rental fee is paid and forms are completed.*
3. **Park Hours:** Sunday through Thursday 7:00 a.m. - 9:00 p.m. Friday & Saturday 7:00 a.m. - 10:00 p.m.
4. **Maintenance & Key Deposits:** Deposits are due when key to pavilion is picked up one day prior to rental date (or on Friday for Sunday rentals). The deposits shall be paid by credit card and shall authorize the Village to charge the card for all costs which exceed the posted security deposit. The permit holder is responsible for clean-up of the pavilion and park grounds by 6:00 a.m. the morning following the function. **If the park is left in an unsatisfactory condition, a charge of \$50.00 per hour per maintenance personnel for the time it takes to restore the park to its original condition will be deducted from the maintenance deposit and the remaining balance, if any, will be returned to the permit holder.** Any group leaving the park in an unsatisfactory condition will be unable to rent the park in the future. Any damage to the pavilion or park equipment and grounds is the sole responsibility of the permit holder to the extent caused by the acts or omissions of the permit holder or their attendees. **A separate Maintenance Checklist is provided.**
5. **Decorations:** All decorations, tape, or other material must be removed. **Staples or nails are NOT allowed under any circumstances.** **Please initial here:** _____.
6. **Activities:** No camping or bonfires allowed. Music or noise must be kept at reasonable levels. No garage sales or flea markets.
7. **Refunds:** After a permit is issued, a refund is available for up to 30 days prior to the reserved date. No refund will be given if function is canceled within 30 days of the reserved date, unless there are serious extenuating circumstances.
8. **Attendance of over 100:** Any rental function in the park **with more than 100 people in attendance** will be required to hire a Spring Grove Police Officer at a charge of \$75.00 per hour for each officer to monitor the event. The number of police required will be dependent upon the number of people in attendance and that decision will be made solely by the Spring Grove Police Chief. The arrangements will be discussed with the Chief of Police at the time of the permit application and payment for the required police services will be made per his direction.
9. **Alcoholic Beverage Use:** Beer and wine are the only alcohol beverages allowed on the park premises. No hard liquor of any kind will be allowed. No underage or intoxicated person will be allowed to consume beer or wine brought into the park. A liquor license will be required of anyone selling liquor on the premises. Proof of Dram Shop Insurance is required if alcoholic beverages will be sold with the Village of Spring Grove listed as an additional insured.
10. **Misc:** Permit holder is responsible for securing, at their cost, additional sanitary/garbage facilities as required by the nature of the function.
11. **Announcer's Stand:** Contents of the Announcer's stand are the property of the Spring Grove Horse Show and are not to be used unless prior permission of the Spring Grove Horse Show has been obtained.