HPNC USE ONLY	
Deposit Amount:	**Balance due:**
Receipt #:	**Receipt #:**
Date:	**Date:**
Received by:	**Received by:**

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SINGLE EVENT SPACE USAGE AGREEMENT

INDIVIDUAL: _____

REPRESENTED BY: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____

RESERVATIONS MADE WITH: _____

EVENT DATE: _____ HOURS OF USE: _____ ROOM: _____ #PERSONS: _____ RATE: _____

TOTAL FEE: _____ DEPOSIT AMOUNT: _____ DEPOSIT DUE DATE: _____

DAMAGE/OVER STAY DEPOSIT: $150 DUE DATE: _____

ADDITIONAL TERMS: _____

In order to secure the above mentioned reservation, a non-refundable deposit equal to one half (1/2) of the rental fee must be paid within one (1) week of the space reservation date or at least ten (10) days prior to event date (whichever comes first). The remainder of the rental fee is due three (3) days prior to event date. Non-attendance does not constitute an official termination of rental obligations and will not result in refund of rental fees.

All scenery, decorations and tape used shall conform to the requirements of sections 90-31 through 90-34 of the Chicago Building Code and must be removed after use. If tape is used it must be painter's tape. Rooms used must also be cleared by rentee of all food items before departure. The Club reserves the right to revoke or approve any application for use of Club facilities when in the judgment of its officers of Executive Director such use would violate any condition upon which this application was made or approved, or would not be in the best interest of the Hyde Park Neighborhood Club

The facilities used will be under the sole control of the rentee who jointly and generally agree to indemnify the Hyde Park Neighborhood Club and hold it harmless of any claim, demand, loss or expense arising out of the use or occupancy of any of the facilities of the Hyde Park Neighborhood Club by the renter. Upon request the renter will obtain at its expense Liability Insurance naming the Hyde Park Neighborhood Club as additional insured with a limit of no less than one million ($1,000,000.00) per occurrence and provide a certificate of insurance.

All employees of Renter shall be legally employed in the United States of America and the State of Illinois and all applicable labor laws followed while at the Club.

The Hyde Park Neighborhood Club's "Renter's Guidelines" is the standard document to which the renter and the Club are held both accountable. By signing this lease, you acknowledge receipt of and agreement to its contents.

Please return original signed copy of this confirmation.

_____ _____

Representative Hyde Park Neighborhood Club Representative Organization or Individual

_____ _____

Date Date

hyde park neighborhood club
5480 S Kenwood Avenue Chicago, IL 60615
t. 773.643.4062 f. 773.643.4262 e. info@hpnclub.org

Renter Guidelines & Policies

Renter agrees to rent the space at 5480 S. Kenwood Ave. from Hyde Park Neighborhood Club according to the terms of the rental agreement.

Space Usage

1. Rental space includes tables, chairs, and any toys that were specified prior to use.
2. Rental space does not include parking, storage, or use of any equipment or appliances. When applicable, a fee will be included in rental agreement.
3. The physical location and boundaries being used are restricted to those stated in the rental contract. Other areas of the facility, including administrative offices, and kitchen, are not available and are off limits.
4. Renters must adhere to space rental hours of use, otherwise additional charges will be applied.
5. Renters are given **30** minutes of set up time prior to their event. If you require more than this it must be arranged in advance and additional charges may apply.

Music

1. Renters must gain prior approval from rental agent for music and noise levels. This is to avoid disturbing others in the building.
2. If music and other DJ equipment are in use in the evening, all music must stop by 10:00 PM CT to adhere to City of Chicago Noise Ordinance.

Food & Beverages

1. Food & Non- Alcoholic beverages are permitted in designated event space.
2. Alcohol and smoking are strictly prohibited on HPNC premises.
3. Rooms used must be cleared by renter of all food items before departure.

Decorations

1. All scenery and decorations & tape used shall conform to the requirements of sections 90-31 through 90-34 of the Chicago Building Code and must be removed after use.
2. If tape is used it must be painters tape.

Event Conclusion

1. Renter agrees to remove all items belonging to the renter at the conclusion of the event (including outside decorations). HPNC is not responsible for any items remaining after the event that belong to the renter or the renter's guests.
2. All decorations, food and drink, and other container products all must be collected and put in provided trash receptacles.
3. The renter's guests must leave the rental space at the end time stated on rental agreement. Renters will have an extra 30 minutes to tidy up and remove belongings. If more time is required this must be arranged in advance and additional charges may apply.
4. If the space is left in its original conditions and renters stay within their contract hours, the $150 damage/over stay deposit will be returned by mail within 5-7 business days.

Renter Initials here: _____

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