

**VILLAGE OF GREENUP, ILLINOIS  
FACILITY RENTAL AGREEMENT**

This Rental Agreement dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Village of Greenup, Illinois, and \_\_\_\_\_.  
In consideration of the mutual covenants and conditions herein, the parties agree as follows:

1. **FACILITY AND RENTAL.** The Village of Greenup, Illinois, grants to Renter the \_\_\_\_\_ in the Village of Greenup, Illinois, for the following rental period: \_\_\_\_\_ to \_\_\_\_\_.  
(Name and Location) (date and time) (date and time)
2. **SECURITY DEPOSIT.** Renter will pay to the Village of Greenup, Illinois, a security deposit of \$\_\_\_\_\_ at the signing of this Rental Agreement.
3. **OBLIGATIONS OF RENTER.** At the end of each rental period, Renter will return the facility in a neat, orderly and clean condition. Renter will be responsible for, and liable to, the Village of Greenup, Illinois, for all repairs to the facility required as a result of damage caused by Renter and Renter's guests. If Renter and guests cause damage to the facility, the Village of Greenup, Illinois, may retain all or a portion of the security deposit. If the Village of Greenup, Illinois, retains any of the rental deposit, it will give written notice to Renter specifying the amount retained and the reasons therefore. The Village of Greenup's remedies for damage shall not be limited to retention of the security deposit and the Village may pursue any additional remedies authorized by law to recover its damages or losses.
4. **OCCUPANCY.** Occupancy of the auditorium will be limited to 300 persons. The occupancy of the kitchen/dining area will be limited to 50 persons.
5. **SMOKING AND ALCOHOL.** Smoking is prohibited in the facility. Possession of alcohol is prohibited in the facility. Renter will not serve or bring alcohol into the facility nor permit Renter's guests to serve or bring alcohol into the facility.
6. **INSURANCE.** Renter will procure and maintain, at its sole cost and expense, comprehensive general liability insurance in which the Village of Greenup, Illinois, is an additional insured with combined single limit coverage of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate, and Renter will furnish the Village of Greenup, Illinois, with a certificate of insurance prior to the event.
7. **INDEMNIFICATION AND HOLD-HARMLESS.** Renter agrees to indemnify and hold the Village of Greenup, Illinois, its President, its Board of Trustees, its officers, agents and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the facility by Renter and Renter's guests, agents or employees.

8. **ASSIGNMENT.** This Rental Agreement is not assignable to any other person or entity.
9. **RIGHT OF ENTRY AND TERMINATION.** The Village of Greenup, Illinois, its President, Board of Trustees, officers, agents and employees shall have the right to enter the facility at all times during the event to confirm Renter's conformance to this Agreement. If the Village of Greenup, Illinois, determines, in its sole judgment, that Renter has breached a term of this Agreement, the Village of Greenup, Illinois, shall have the right to immediately terminate this Rental Agreement prior to the expiration of its term and prior to the conclusion of the event without any refund to Renter.
10. **CONFORMANCE WITH THE LAW.** Renter agrees that Renter will abide by and conduct its affairs in accordance with the Village of Greenup, Illinois, Facility Use Policy and all laws, rules, regulations, and ordinances, including those relating to alcohol consumption and noise. Renter shall not engage in or allow any illegal activity to occur at the facility.
11. **LICENSE AND PERMITS.** Renter agrees to obtain whatever licenses and permits are necessary for the activity for which Renter and his, her or its guests will be participating in. Renter shall also pay any and all fees and expenses relating to said license and permits.
12. **ACTIVITY IS NOT A VILLAGE OF GREENUP, ILLINOIS, SPONSORED ACTIVITY.** Renter agrees that the event for which the aforementioned facility is being rented is not a Village of Greenup, Illinois, event or sponsored activity.

The parties have executed this Agreement in duplicate at \_\_\_\_\_, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Village of Greenup, Illinois,

Renter

By \_\_\_\_\_  
(duly authorized agent)

Address: \_\_\_\_\_  
Town: \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
\_\_\_\_\_  
(Organization, if applicable)  
Email: \_\_\_\_\_  
Home #: \_\_\_\_\_  
Business #: \_\_\_\_\_  
Cell #: \_\_\_\_\_

**VILLAGE OF GREENUP  
FACILITY RESERVATION INPUT FORM**

Today's Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Contact Telephone #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Date/Dates to be reserved: \_\_\_\_\_

Time Building to be opened: \_\_\_\_\_

Time Building to be closed: \_\_\_\_\_

Sound System? \_\_\_\_\_ Yes or No \_\_\_\_\_

Kitchen Use? \_\_\_\_\_ Yes or No \_\_\_\_\_

Do you anticipate bringing in food, beverages or other refreshments?  
\_\_\_\_\_ Yes or No \_\_\_\_\_

Do you anticipate bringing in electrical cords or electrical equipment to be plugged in?  
\_\_\_\_\_ Yes or No \_\_\_\_\_

Do you anticipate bringing in decorations? \_\_\_\_\_ Yes or No \_\_\_\_\_

Do you anticipate using the auditorium stage? \_\_\_\_\_ Yes or No \_\_\_\_\_

Security Deposit Paid? \_\_\_\_\_ Yes or No \_\_\_\_\_

Proof of Insurance Coverage? \_\_\_\_\_ Yes or No \_\_\_\_\_

Waivers to be provided to participants? \_\_\_\_\_ Yes or No \_\_\_\_\_

Signed Rental Agreement? \_\_\_\_\_ Yes or No \_\_\_\_\_

WAIVER

In consideration of receiving permission to use the property, facilities and equipment of the Village of Greenup, Illinois, I do hereby forever release, waive and discharge the Village of Greenup, Illinois, its President, Board of Trustees, officers, employees and agents from any and all liability and/or property damage incurred in association with the use of said property, facilities and equipment.

Name \_\_\_\_\_

Signature of User \_\_\_\_\_

Date \_\_\_\_\_

# TULIP

Tenant User Liability Insurance Program

## Are you planning to use or rent a municipal facility?

TULIP ensures that you are protected from liability related to injuries and damage that may occur at your event or activity.

**Without TULIP, you may be personally responsible for the payment of claims for bodily injury or property damage.**

You can buy insurance through the city-sponsored TULIP program, or you can purchase a policy through another private insurance carrier.



**Protect yourself and your guests with TULIP coverage**

## Get a free quote for your event!

■ **Step 1: Visit [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip)**

■ **Step 2: Enter facility code**

0501 - CYF

Don't have a code? Select "National League of Cities" from drop-down list, then select your state and city.

■ **Step 3: Describe event or activity**

Select from drop-down menu. Click next.

■ **Step 4: Get your quote**

Answer some basic questions and enter your contact and billing information.

■ **Step 5: Purchase when ready**

For more information contact Carole Stapleton at (978) 661-6874 or Theresa Lee at (978) 661-6642  
Web Address: [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip)