



9602 W. Creek Road  
 Palos Park, IL 60464  
 708.671.0648  
 www.mccordgallery.org  
 office@mccordgallery.org

# McCord Gallery & Cultural Center FACILITY RENTAL AGREEMENT

MUST BE SUBMITTED 14 DAYS IN ADVANCE OF EVENT

## INDIVIDUAL/ORGANIZATION ("Renter"):

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EVENT DETAILS:

Purpose of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_

*(Times shown do not include 1 hour set-up before event and 1 hour clean-up after event)*

Will alcohol be served:  No  Yes\*

*\*Liquor Liability Insurance, in a form satisfactory to McCord, is required for any event where alcohol is served. Serving liquor to minors is prohibited.*

**Additional Rental Fees:**  
 Padded Chairs: \_\_\_\_ @ \$2 ea. = \$ \_\_\_\_\_  
 Tables: \_\_\_\_ 4 ft. and/or \_\_\_\_ 6 ft. @ \$4 ea. = \$ \_\_\_\_\_  
 6' Round tables: \_\_\_\_ @ \$8 ea. = \$ \_\_\_\_\_  
 High Top Tables: \_\_\_\_ @ \$4 ea. = \$ \_\_\_\_\_  
 Table Cloths: \_\_\_\_ @ \$3 ea. = \$ \_\_\_\_\_  
**Total Additional Rental Fees: \$ \_\_\_\_\_**

The McCord Gallery & Cultural Center Rental Terms and Conditions as stated have been reviewed and read by Renter.

Initials:

### Hold Harmless Clause

I/We, the undersigned, do hereby agree to hold harmless, defend and indemnify Village of Palos Park & McCord Gallery & Cultural Center, its officials, employees and agents, in whole or part, with respect to any and all claims, and expense incurred for property damage, bodily injury, or wrongful death arising in connection with the use by such license of the facilities of said Village of Palos Park. The undersigned fully understands that this release not only covers bodily injuries, but also covers a full release of all doctors and hospital bills.

If required by the Village of Palos Park, I/We shall obtain general/commercial liability insurance in a form and with a company acceptable to the Village. I/We agree to assume personal responsibility for proper use of the above named facilities.

**Your signature verifies you have read and agree to all rental regulations.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TERMS & CONDITIONS:

1. The \$175 Security Deposit is in addition to the rental fees and will be refunded as long as there is no damage to the McCord property.
2. Cancellation of this rental less than 7 days before the event will result in forfeiture of the Security Deposit.
3. Smoking is NOT permitted at any time in or around the building.
4. Renter is responsible for clean-up, which includes garbage removal and general clean-up.
5. Liability Insurance Policies, in form acceptable to McCord, from outside vendors is required. (e.g. DJ, entertainers, caterers, etc.)

Initials:

## FACILITY FEES:

**Rental Fee Rate \$175 per hour with a 3-hour minimum or \$2000 for 12 hours.**

**Deposit of \$175 due at time of booking.**

**Balance due 14 days prior to event.**

\_\_\_\_\_ Hours \$ \_\_\_\_\_

**Security Deposit \$ \_\_\_\_\_**

*(to be refunded after event with no damages to facility)*

**Additional Rental Fees \$ \_\_\_\_\_**

**Total \$ \_\_\_\_\_**

## ~OFFICE USE ONLY~

Deposit: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Paid by:  Cash  Check # \_\_\_\_\_  Credit Card

Approved/Received by: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ Due Date: \_\_\_\_\_

Paid by:  Cash  Check # \_\_\_\_\_  Credit Card

Approved/Received by: \_\_\_\_\_

\*If required, general/commercial/liquor liability insurance provided:  Yes  No Date: \_\_\_\_\_ Initial: \_\_\_\_\_