

**CUMBERLAND COUNTY EXTENSION EDUCATION COMMUNITY EVENT CENTER  
RENTAL AGREEMENT  
205 S NEW YORK ST. TOLEDO, IL 62468**

**Available for rent from 8 a.m. through 12 p.m. 7 days a week.**

THIS AGREEMENT (The "Agreement"), made as of this day \_\_\_\_\_ by and between CUMBERLAND COUNTY EXTENSION EDUCATION BUILDING ASSOCIATION (CCEEBA) (the "Lessor"), whose business address is 205 S NEW YORK ST TOLEDO IL 62468 and \_\_\_\_\_ (the "Lessee").

\_\_\_\_\_  
Lessee's Contact Number and Email

The COMMUNITY EVENT CENTER shall be reserved on:

\_\_\_\_\_  
(Date) from \_\_\_\_\_ to \_\_\_\_\_ (Hours)

- GREAT HALL
- EDUCATION/FLEX ROOM
- COMMUNITY EVENT CENTER (INCLUDES GREAT HALL AND EDUCATION/FLEX ROOM)
- LIVESTOCK BUILDING
- ENTIRE CAMPUS (INCLUDES COMMUNITY EVENT CENTER AND LIVESTOCK BUILDING)

(CIRCLE ONE OF THE ABOVE OPTIONS THAT APPLY)

(For the Purpose of:) \_\_\_\_\_

RENTAL DAY/TIME/ROOM	RENTAL RATE
Friday and Saturday Day Time (8am-5pm) 4-hour After 4 hours, \$25 an hour	\$100 plus \$100 damage deposit
Friday and Saturday Evenings (5pm-12 am) – 4-hour After 4 hours, \$25 an hour	\$100 plus \$100 damage deposit
Sunday All Day (9 am-12 am) – 4-hour After the 4 hours, \$25 an hour	\$50 plus \$50 damage deposit
Monday-Thursday All Day (8 am-12 am) – 2-hour – After 2 hours, \$25 an hour	\$50 plus \$50 damage deposit
Wedding or Other Major Event 8 am 12 am – Community Event Center OR Livestock Building (250x90)	\$600 flat-fee plus a \$500 damage deposit
Entire Campus (8 am-12 am) Community Center AND Livestock Building	\$1200 flat-fee plus \$500 damage deposit

**\*\*\*Special Pricing for Community /Youth Organizations\*\*\*  
Message us or call for more details 415-849-2022**

**Advance reservations are required: a minimum of 2 weeks for weekday events and a minimum of 1 month for weekend events. 50% of all RENTAL fees are due at the time of application. Cancellation penalties apply. Damage deposit checks will be held until after event.**

Further reservation details are available upon request

## **EVENT VENUE CONTACT INFORMATION**

Email: Katy Light at [helpbuildcumberlandil@gmail.com](mailto:helpbuildcumberlandil@gmail.com) or call 415-849-2022

## **BUILDING AVAILABILITY**

**8 am-12 am, Sunday-Saturday**

**Maximum room capacity:**

- **Entire Community Building - 350 persons**
- **Great Hall 197 persons**
- **Education/Flex Room 132 persons.**

**All music must end by 11 pm.**

Rental time includes time needed for set-up, delivery of any supplies and clean-up. Total hours used will begin at the scheduled access time until the end of the actual clean-up period. In other words, if the event lasts for 2 hours and 1 hour is required for setup and another hour is required for cleanup, the bill will be for 4 hours. Overtime charges for staff and facility use will be billed at twice the hourly rate.

## **RESERVATIONS**

Rental applications are considered on a first-paid, first-served basis. Please contact CCEEBA to confirm availability.

You may book an event up to ONE YEAR in advance. Reservations for events are suggested to be scheduled at least one month in advance. Exceptions may be made at the discretion of CCEEBA.

**Rental applications will not be accepted without payment. 50% of total rental fee and damage/alcohol deposit(s) are due at the time of the application. The balance is due within one month prior to the event.**

**Applications made less than one month in advance require full payment including total rental fee and damage/alcohol deposit(s) at the time of application and payment must be made with CASH or CHECK.**

**Failure to pay the balance within the specified timelines may result in the cancellation of the scheduled event without a refund.**

Site visits are encouraged prior to booking an event. Please contact CCEEBA to make an appointment, subject to staff and facility availability.

**PAYMENT**

CCEEBA accepts CASH and PERSONAL CHECKS as forms of payment. Please make checks payable to: CCEEBA. The mailing address is PO BOX 563 TOLEDO, IL 62468. Please email [helpbuildcumberlandil.com](mailto:helpbuildcumberlandil.com) to inform us the deposit was mailed.

**Due upon execution of the rental agreement: 50% of the rental fees plus necessary deposits.**

**Due within one month of the actual event: Balance of rental fees plus remainder of deposit(s).**

**DEPOSITS**

In addition to the rental fees, all facility rentals are charged a security deposit. Security deposits are 100% refundable provided the following conditions are met:

- 1) The room and facility (including the outside) are left in a clean and orderly condition per the "Facility Inspection Checklist."
- 2) Use of the facility does not exceed the scheduled time.
- 3) The facility and its contents, including equipment are accounted for and undamaged.
- 4) All rules and procedures governing alcohol consumption and smoking are met.
- 5) All rules governing the rental use of the CCEEBA are met.

**If the above conditions are not met to the satisfaction of the CCEEBA staff, an appropriate fee will be deducted from the security deposit.** If cleaning and/or repair costs exceed the amount of the security deposit, the rental group will be billed. Repairs will be billed at the full replacement cost incurred, including labor.

**Please allow 4 weeks for the security deposit to be returned.**

**DAMAGE DEPOSITS**

Weekday Rentals (Monday-Thursday): \$50.00

Weekend Rentals (Friday-Sunday): \$100.00

Wedding or Major Events: \$500.00

Additional Damage Deposit for Events with Alcoholic Beverages: \$150.00

\_\_\_\_\_ CCEEBA REPRESENTATIVE Initial \_\_\_\_\_ Lessee Initial \_\_\_\_\_ Date

## CANCELLATION AND RESCHEDULING POLICY

- Cancellations made more than 30 days prior to the event will result in a full refund of the hourly fees paid, less an administrative fee of \$50.00.
- Cancellations made 14-29 days prior to the event will result in a charge of 50% of the hourly rental fees.
- Cancellations made within 0-13 days prior to the event will result in no refund of the fees.
- Security deposit will be refunded in full if a cancellation occurs.

Requests to change the date or time of an event must be done either by phone or by email. Date changes will be treated as a cancellation and a new reservation. All applicable cancellation fees will apply. Time changes must be made at least 14 days prior to the scheduled event. Approval of a date or time change request is subject to facility and staff availability. In the rare event that CCEEBA cancels your event due to building conditions, an emergency, or as required by state or federal entities, your rental fees and any deposit paid will be returned in full.

## SET-UP & TAKE DOWN

Upon arrival, a CCEEBA staff member will walk through the facility with the renter and note the condition of the facility and any provided items on the "Facility Inspection Checklist."

The renter is responsible for set-up including setting up tables and chairs as well as clean-up of the facility. All furnishings must be returned to their original locations and properly stored. Use caution so floors and walls are not damaged. DO NOT DRAG TABLES AND/OR CHAIRS ACROSS THE FLOORS. Tables and chairs provided by the CCEEBA are not allowed outside of the facility. Do not place or lean chairs/tables on the walls.

All items brought into the facility by the renter must be removed by the end of the rental.

**Renters must remove all food, materials, non-CCEEBA equipment, decorations and garbage.**

\_\_\_\_\_ CCEEBA REPRESENTATIVE Initial \_\_\_\_\_ Lessee Initial \_\_\_\_\_ Date

**LOADING, DELIVERIES AND STORAGE**

Please schedule your vendors to deliver during your rental period. If your vendor requires an early drop-off, the company must contact CCEEBA directly to arrange it. Due to staffing availability or other event conflicts, we may not be able to accommodate these requests.

Renter assumes all responsibility for items brought into or left at the facility at the conclusion of the event. This includes all items left by caterers or rental service companies.

**CLEAN-UP**

The rental applicant is responsible for cleaning the facility in accordance to the "CCEEBA Rental Clean-Up Check List" attached to this packet. Cleaning supplies are available by contacting the staff person on duty. To help ensure the return of your damage deposit, a CCEEBA staff person will complete a post-event inspection at the conclusion of the rental.

Failure to follow the "CCEEBA Rental Clean-Up Checklist" may result in forfeiture of the security deposit and additional charges. Any cleaning and/or repairs that require staff time and/or materials will result in additional rental fees and the staff/material costs deducted from the security deposit and/or charged to the rental group.

**The renter shall remove all garbage, compost, and recycling at the conclusion of the event. Waste shall be placed in the dumpsters outside. Tenants are encouraged to dispose of waste responsibly.**

**FOOD, BEVERAGES AND CATERING**

CCEEBA allows renters to bring in a caterer of their choice, provide their own food or have food delivered to the facility.

Renter shall provide any and all necessary tableware, utensils, linens, etc.

\_\_\_\_\_ CCEEBA Initial \_\_\_\_\_ Leesee Initial \_\_\_\_\_ Date

**DECORATIONS**

**USE BLUE PAINTER'S TAPE ONLY to affix lightweight decorations.**

**The use of staples, nails, tacks or duct tape is prohibited when affixing decorations to the walls.**

The following decorations are NOT allowed: Candles in disposable or non-rigid containers, rice, bird seed, confetti, dance wax, fog/smoke machines, fireworks and incense.

The following decorations ARE ALLOWED: Freestanding decorations, candle centerpieces in glass containers (the wick of the candle must be at least 4-6 inches below the opening).

\_\_\_\_\_ CCEEBA Initial \_\_\_\_\_ Lessee Initial \_\_\_\_\_ Date

**MISCELLANEOUS**

Smoking and Drug Policy: CCEEBA is a tobacco, marijuana and drug-free facility. Smoking or chewing tobacco is prohibited inside the facility and within 25 feet of any entrance. No illegal drugs of any kind are allowed inside the building or on the premises.

Weapons: No weapons are allowed inside the building or on the premises.

Barbeques: The use of barbeques is restricted to the gravel lot area on the west side of the building.

No Pets: **Except for** service animals or approved support animals for persons with disabilities, no pets are allowed (even temporarily) anywhere in or about the premises without prior written authorization

Insurance: Event insurance is required for events serving or selling alcohol. Renter will need to get a copy of Certificate of Insurance to CCEEBA before event. If alcoholic beverages are served at no charge or sold under a special occasion license the minimum coverage limits of the liability is \$1,000,000 per each occurrence (Commercial General Liability Insurance).

Parking: No parking is allowed on the adjacent properties.

\_\_\_\_\_ CCEEBA Initial \_\_\_\_\_ Lessee Initial \_\_\_\_\_ Date



Lessee hereby indemnifies and holds harmless Lessor from any damages, actions, suits, claims, or other costs (including reasonable attorneys' fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) caused by Lessee's use of the space, including any acts or omissions on the part of Lessee, its employees, officers, directors, independent contractors, or other agents. Lessee shall notify Lessor of any damage or injury of which it has knowledge in, too, or near the CCEEBA House, regardless of the cause of such damage or injury.

Neither Party may assign or transfer their respective rights or obligations under this Agreement without prior written consent from the other Party.

This Agreement constitutes the entire agreement between Lessee and Lessor and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings, or other agreements, including oral, relating to the subject matter of this Agreement.

I, the undersigned Lessee, have read the above CCEEBA COMMUNITY EVENT CENTER RENTAL AGREEMENT and consent to the terms as set forth above.

\_\_\_\_\_ Lessee's Signature    Date: \_\_\_\_\_

\_\_\_\_\_ Lessee's Printed Name

\_\_\_\_\_ Lessor's Signature    Date: \_\_\_\_\_

\_\_\_\_\_ Lessor's Printed Name

## Financial Summary

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Hours: From \_\_\_\_\_ until \_\_\_\_\_

1. Total hours: \_\_\_\_\_ X Hourly Rate: \$ \_\_\_\_\_ = Base Cost \$ \_\_\_\_\_  
Or  
Flat Fee \$ \_\_\_\_\_

2. Standard Deposit: \$ \_\_\_\_\_

3. Event Alcohol Deposit \$ \_\_\_\_\_

4. Deposit Due prior to event \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

5. Balance Due: \$ \_\_\_\_\_

6. Date Due: \_\_\_\_\_

Deposit amount returned (notes can be made below): \$ \_\_\_\_\_

Date Returned: \_\_\_\_\_

Notes: