



BUFFALO  
GROVE  
PARK  
DISTRICT

# Community Arts Center Rental Information

A room rental includes use of the room with tables and chairs (if needed). The theater rental fee includes the use of the theater, lobby and house lights. Additional equipment will be provided if available and assessed according to the rental rate. Any change, modification or movement of materials needs prior approval and will be done at the renter's expense. The Park District reserves the right to charge for overtime and/or use of areas or equipment not listed in the application for use. Adjustments to the contracted fee will be made within 10 days of the rental and billed accordingly. Any rental that runs over scheduled time will be charged at time and a half for both room rates and staff rates. If a group is receiving a discount, the full room rate will be charged at time and a half, not the discounted rate. All rentals require credit card information to cover incidentals. The Park District reserves the right to cancel any rental at any time for Park District programming needs. A full refund will be given if another rental date cannot be scheduled.

## **Rental Fee for Theater and Multi-Purpose Room, Deposit, Damage Deposit and Certificate of Insurance**

To reserve the theater or multi-purpose room (MPR = Rooms 20 and 21 combined), renters must either pay the rental fee in full, or submit a non-refundable room deposit of \$350 per rental day. If not paying in full, the rental fee (minus the room deposit) can be broken into 2 additional payments due 60 and 30 days prior to the scheduled event.

If the event is less than 60 days out, half of the rental fee is required at the time of the rental request, and the balance will be due 30 days prior to the scheduled event.

If the event is less than 30 days out, the full rental fee is due at the time of the rental request.

All theater rentals require a Certificate of Insurance. Please see the Room Rental Agreement for additional information. Insurance may be required for MPR rentals depending on the event. Food and drink is prohibited in the theater.

The use of a sound technician and light technician may include fees for additional set-up, take down, staffing or equipment costs the Park District is unable to provide. These costs must be paid in full 30 days after the event.

A damage deposit of \$300 is required with the rental deposit or full rental payment. The renter is responsible for all damages that may exceed the damage deposit. If no damages, the damage deposit will be returned within 30 days.

## **Theater Technician(s) Fees**

Renters are billed for the theatre technician(s) based on the time you listed on the application. However, additional costs will be added at the end of the event for set-up/take down time, technician pre-production planning meetings with renter, additional staffing needed based on rental needs and additional equipment the renter requests from the technician that the Park District is unable to provide.

## **Rental Fee (Rooms 6, 7, 19, 20 and 21), Damage Deposit and Certificate of Insurance**

To reserve rooms 6, 7, 19, 20 or 21 the full rental fee is due at the time of the rental request. A damage deposit of \$100 is required. The renter is responsible for all damages that may exceed the damage deposit. If no damages, the damage deposit will be returned within 30 days. Food and drink is prohibited in rooms 6 and 19.

Insurance may be required for rentals depending on the event.

## **Additional Rental Spaces**

Additional inside and outside spaces may be available for rent for an additional cost.

## **Rental Request and Rental Agreement**

Complete the rental request and rental agreement, and return all forms to the Community Arts Center drop box located at 225 McHenry Road, Buffalo Grove, IL 60089 or via HelloSign, email, or fax. Please keep a copy for your records. The completed rental request and rental agreement does not automatically constitute approval for usage once submitted. Please allow 5 to 7 business days for review and processing. Upon approval of your rental request, you will be emailed a receipt of payment.

I have read and understand the information on this page.



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# Community Arts Center Room Rental Fees

## Hourly Room Rates (Theater and Multi-Purpose Room require a minimum of 2 hours)

Monday - Thursday	Room 6 or 7	Room 19 or 21	Room 20	Full Multi-Purpose Room	Theater
In-District	\$40	\$75	\$85	\$100	\$125
Out-of-District	\$50	\$95	\$110	\$125	\$160
Friday - Sunday	Room 6 or 7	Room 19 or 21	Room 20	Full Multi-Purpose Room	Theater
In-District	\$50	\$95	\$110	\$125	\$155
Out-of-District	\$65	\$120	\$140	\$160	\$195

**Please note:** Room rates and personnel on major holidays and holiday weekends are billed at a rate of time and a half.

### Personnel

Theatre Technician (sound)	\$75 per hour/per employee
Theatre Technician (lights)	\$75 per hour/per employee
Custodial Fee (required for all theater and Multi-Purpose Room rentals)	\$25 per hour

### Equipment - Theater

Lighting Board and Theatrical Lights (technician not included)	\$75 per rental day
Sound Board and Sound System (technician not included)	\$50 per rental day
Piano or Keyboard	\$100 per rental day
Choral Risers or Portable Stage	\$75 per rental day
Projector Screen (no projector)	\$50 per rental day
Handheld Wireless Microphone	\$65 per mic, per rental day
Wired Microphone	\$15 per mic, per rental day
Headset Radios	\$50 per rental day

Additional equipment may be available upon request.

### Equipment - Multi-Purpose Room

Projector and Screen	\$150 per rental day
Portable Stage	\$75 per rental day
Wired Microphone	\$15 per rental day
Sound Hook Up	\$15 per rental day
Pipe and Drape	\$25 per panel day

### Occupancy Limits

Room 7	30 people
Room 6	50 people
Room 19 or 21	80 - 100 people
Room 20	120 people
Full Multi-Purpose Room (Rooms 20 and 21 combined)	210 - 220 people
Theater	361 people

**Please note:** Actual occupancy may be different depending on the number of tables and chairs that are required for your event.

Users of the Buffalo Grove Park District may fall into different classifications in order to determine pricing. Please contact the specific facility manager to determine where you or your organization would be classified.

- Affiliate groups and intergovernmental agreements - Users shall pay only direct costs associated with the rental, including but not limited to custodial costs, technician fees and equipment fees.
- Community service organizations - If the organization is within Buffalo Grove Park District boundaries they will pay 75% of the in-district room rates. Out-of-district organizations shall pay 75% of the out-of-district room rates. The organization will be responsible for all direct costs associated with the rental to include, but not limited to, custodial costs, technician and equipment fees. These groups must be social, fraternal, cultural, and whose functions are used for the betterment of the community (i.e. Scouts, Rotary, Lions). A 501(c)(3) form must be provided with the application. If the 501(c)(3) has an address outside Buffalo Grove Park District boundaries the renter will pay 75% on the out-of-district room rate.
- All other rentals shall pay the appropriate in-district or out-of-district rates as listed above.

I have read and understand the information on this page.



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# Community Arts Center Rental Request

Name/Contact Person \_\_\_\_\_ Birthdate \_\_\_\_\_ Home Phone \_\_\_\_\_

Organization \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Email (required) \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

Estimated Number of People Attending \_\_\_\_\_ Date Submitted \_\_\_\_\_

**Room(s) Requested**     Room 6     Room 7     Room 19     Room 20     Room 21     Full MPR (20 & 21)     Theater

**Dates Requested** Please list each date separately.

Room	Date	Times	Total Hours	X	Room Cost	=	Total Cost

Please note: For additional dates/needs please attach a separate sheet.

**Table/Chair Request** (8' x 2.5' rectangle tables, 60" diameter round tables, folding chairs)

Rectangle Table Amount \_\_\_\_\_ Round Table Amount \_\_\_\_\_ Chair Amount \_\_\_\_\_

Please note: See room set-ups on the following page.

**Equipment/Staff Request**

Staff/Equipment	Date	Times	Total Hours	X	Equipment/Staff Cost	=	Total Cost

Room Rate \_\_\_\_\_  
 Personnel \_\_\_\_\_  
 Equipment \_\_\_\_\_  
 Damage Deposit \_\_\_\_\_  
 Total Fees \$ \_\_\_\_\_



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# Community Arts Center Room Rental Agreement

For the convenience and comfort of all our patrons, we ask that all renters observe the following rules and regulations when using our facility. As per Park District ordinances, the following regulations have been established and must be followed. No rentals shall be issued to persons under the age of 21 years old. Any violation or failure to adhere to these and all other rules and regulations will result in the loss of your damage deposit, cancellation of rental or removal from the facility.

## Alcohol and Smoking

Alcohol is permitted if the renter provides all the proper documentation two weeks prior to the event. With less than two weeks from the rental date alcohol will not be permitted. Smoking is prohibited anywhere on Buffalo Grove Park District property. Violation of the alcohol and smoking policy will result in immediate termination of the rental.

## Certificate of Insurance

Some events may require a Certificate of Insurance when a group or organization uses the Buffalo Grove Park District facilities for their event. These include, but are not limited to, large parties or meetings, group dinners, business or organizational meetings, and some recreational activities. Requirements vary for each rental and details will be forwarded as required. The Buffalo Grove Park District is required to obtain a copy of your Certificate of Insurance (COI) by our risk group carrier, Park District Risk Management Agency (PDRMA) for all outside organizations. The minimum required coverage is \$1,000,000 per occurrence for general liability. The Buffalo Park District must also be named as "Additionally Insured," and accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent. All theater rentals require a Certificate of Insurance.

## Change in Contract Fee/Cancellations

There is a \$75 fee if you have to change the date of your event after it has been approved and scheduled. Changes to the date of your event are subject to availability. All rental fees are non-refundable minus the damage deposit, equipment and personnel costs.

## Damage Deposit

The damage deposit will be returned approximately 30 days after the rental if the room has been left in the same condition as you found it. Renters are responsible for all damages and repairs regardless of the cost. The initial damage deposit does not represent the total amount that may be required to repair damaged equipment or property. All rental groups are required to clean, wipe off tables and place all trash in trash containers. If larger containers are required, the building attendant/custodian will provide them.

## Emergencies

In case of emergencies, first aid kits are available. An AED (Automated External Defibrillator) is located in the atrium and theater lobby. Lock down and severe weather directions are posted in each room.

## Environmental Concerns

We ask that renters make every effort to use recyclable materials when decorating or furnishing their event. We will recycle all non-food items. We strongly discourage the use of styrofoam and other such materials.

## Kitchen Facilities

There are no kitchen facilities available.

## Parking

Please note that there are specific spaces allocated for use of Community Arts Center activities and events. There is no parking in the lot in front of Core Power Yoga or Dunkin Donuts. Please inform all guests that will be attending event. Guests may park on the north side, the grass lot, the back of the building, the south side, and in the front of the building on the opposite side of Dunkin Donuts and Core Power Yoga. Please make sure your guests understand that parking in non-designated spaces, Dunkin Donuts and Core Power Yoga, is not allowed and may result in being towed.

## Room Set-ups

Your room will be set up with the number of chairs and tables per the renters request; however, the maximum number of chairs and tables should not exceed 1 table for every 8 guests. Rooms will be set up according to a diagram and information provided by the renter on the rental form or additional paperwork. Any changes to the agreed upon set up that are made less than 48 hours prior to your event will result in a \$100 fee. Decorations may be hung with painters tape only. Helium balloons need to be securely attached to a weight. Any equipment (i.e. ladders/step stools) must be brought by the renter. Anything other than painters tape wanting to be used for decorations must be approved by Park District staff or renter will be charged for any wall damage. Renters can only decorate their rented space. Decorating public access areas is prohibited unless approved by the Park District.

## Signs

Signs may not exceed 11" x 17" and must be hung using painters tape. Do not hang signs from the ceilings or doors. Signs must be removed at the conclusion of your event. The posting of advertisements of any products or services for sale is not permitted. Any renter not using painters tape will be charged for any wall damage.

I have read and understand the information on this page.



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# Community Arts Center Room Rental Agreement

### Complimentary Wifi

The password to BGPKR-Guest Wifi is buffalo1 (all lower case).

### Supervision and Noise

Parents are responsible for children at all times during the rental. Because excessive noise or horseplay will disturb other classes or activities, renters must inform their guests that inappropriate behavior will not be tolerated. Entertainment and meetings must not disturb other activities in the building. Groups that are excessively noisy may be prohibited from future use of the facility. Craft projects must be approved in advance. The use of inflatable play equipment is restricted to the MPR (Rooms 20 or 21) or outside at designated areas and a special insurance waiver will be required. Park District facilities may not be used for profit making ventures, such as private seminars where a fee is charged, without the express written consent of the Park District.

### Time

Renters should schedule extra time (depending on renter personal needs) for set-up and clean-up. Park District staff will strictly enforce beginning and ending times of contracts. Any rental that runs over scheduled time will be charged at time and a half for both room rates and staff rates. If a group is receiving a discount, the full room rate will be charged at time and a half, not the discounted rate.

### Waiver for Facility Rentals

I/We, the undersigned, hereby certify that I am/we are the sponsor(s) or appointed representatives of the organization requesting use of the facility. I/we will be responsible for the conduct and personal injury of all persons in attendance at the facility stated above. I/We hereby assume liability for any injuries, damages, or loss to the facility, equipment, and/or Buffalo Grove Park District personnel or representatives during this time and place. It is fully understood and agreed to by all parties that the sponsoring organization guarantees to indemnify and hold harmless the Buffalo Grove Park District, its public officials, employees, volunteers and agents against any and all suits of any manner which might arise as a result of the covered activities and that the sponsoring organization agrees to defend said Park District, its public officials, employees, volunteers and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity or any damages, judgments or decree which might be awarded against said District in the event that the suit should be brought as the result of the covered activity(ies), including transportation services as identified above. I have read the general rules and regulations and I understand that failure to comply with any or all rules will result in revocation of use request and damage deposit, and may also result in refusal of future use. Photo Disclaimer: Registrants and participants of program(s) and special events permits the Park District to take photos and videos of themselves and their child/ward for publication in the program brochure, website and additional uses as the Park District deems necessary unless the registrant or participant expressly files with the Park District a written objection as to photos or videos of themselves and/or their child/ward.

I have read and agree to all the above conditions for a Buffalo Grove Park District room rental.

Signature of Rental Contact \_\_\_\_\_ Date \_\_\_\_\_

Signature of Park District Staff \_\_\_\_\_ Date \_\_\_\_\_

### Please fill in one of the following choices:

Payment in full, plus the damage deposit (required for all rentals except the theater and MPR). Due to internet security precautions, this payment form is only accepted via HelloSign, fax, mail or in person. Credit card information is not accepted via email. All rentals require credit card information to cover incidentals.

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Visa/MC/Disc/Amex # \_\_\_\_\_ Exp \_\_\_\_\_ CW \_\_\_\_\_

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Visa/MC/Disc/Amex # \_\_\_\_\_ Exp \_\_\_\_\_ CW \_\_\_\_\_

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

### For Office Use Only

Paid in full \_\_\_\_\_ Payment #1 \_\_\_\_\_ Payment #2 \_\_\_\_\_ Payment #3 \_\_\_\_\_