



KROC CENTER CHICAGO

/ /

EVENT DATE
APPROVAL
DATE

RENTAL AGREEMENT < SPECIAL EVENTS & MEETINGS <

CONTACT INFORMATION

MEMBER? YES NO MEM ID: _____

ORGANIZATION NAME: _____
CONTACT NAME: _____ PHONE: _____
ALTERNATE CONTACT NAME: _____ PHONE: _____
BILLING ADDRESS (City,State,Zip): _____
EMAIL: _____

BUSINESS TYPE _____ EXEMPT? YES NO (Please attach tax exempt letter)

EVENT INFORMATION

TYPE OF EVENT _____

RENTAL DATE(S)	DAYS OF WEEK	TIME
RENTAL DATE(S)	DAYS OF WEEK	TIME

VENUE

<input type="radio"/> BOARDROOM	<input type="radio"/> CHAPEL/THEATRE
<input type="radio"/> CELEBRATION ROOM 1	<input type="radio"/> CLASSROOM
<input type="radio"/> CELEBRATION ROOM 2	<input type="radio"/> DANCE STUDIO
<input type="radio"/> CELEBRATION ROOM 3	<input type="radio"/> TEAM ROOMS

ESTIMATED ATTENDANCE	ADULTS 18+	KIDS 0-17
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CATERING INFORMATION

*PLEASE NOTE THAT OUTSIDE FOOD IS NOT ALLOWED.

FOOD & BEVERAGE NEEDS
MENU _____

SPECIAL INSTRUCTIONS _____

TIME OF FOOD SERVICE _____

*** FINAL GUARANTEE AND SELECTION DUE 10 BUSINESS DAYS BEFORE EVENT.**

ADDITIONAL INFORMATION

WILL ADMISSION BE CHARGED?

YES

NO

WILL MERCHANDISE BE SOLD?

YES

NO

EXPLAIN:

WILL BANNERS OR ITEMS BE DISPLAYED?

YES

NO

***NO TACKING, TAPING OR ATTACHING TO WALLS, WINDOWS OR CEILING. NO OPEN FLAME.**

SET UP DETAILS: (REGISTRATION TABLES, ETC.)

NOTES

ROOM DIAGRAM



INITIALS:



KROC CENTER CHICAGO

VENUE & RENTAL PRICING < SPECIAL EVENTS & MEETINGS <

RENTAL AREA	RATE		CAPACITY		
	Monday - Thursday	Friday - Sunday	THEATRE	CLASSROOM	6' ROUNDS
CELEBRATION ROOM 1 <small>TABLES+CHAIRS INCLUDED</small>	\$50 per hour	\$75 per hour	70	40	5
CELEBRATION ROOM 2 <small>TABLES+CHAIRS INCLUDED</small>	\$75 per hour	\$115 per hour	100	60	8
CELEBRATION ROOM 3 <small>TABLES+CHAIRS INCLUDED</small>	\$50 per hour	\$75 per hour	70	40	5
CELEBRATION ROOM 1+2+3 <small>TABLES+CHAIRS INCLUDED</small>	\$175 per hour	\$265 per hour	240	160	20
CELEBRATION ROOM COMBO <small>CBR 1+2 OR CBR 2+3</small>	\$125 per hour	\$190 per hour	170	100	13
CHAPEL/THEATRE	\$300 per hour	\$500 per hour	500	240	—
CLASSROOMS	\$45 per hour		—	25-40	—
TEAM ROOMS <small>NEAR GYMNASIUM; INCLUDES BATHROOM</small>	\$45 per hour		—	15	—
BOARDROOM <small>MOST A/V NEEDS INCLUDED</small>	\$125 per hour	\$150 per hour	—	15	—

AMENITIES

- | | | |
|---|---|--|
| <input type="checkbox"/> \$10 PROJECTOR | <input type="checkbox"/> \$5 EASELS <small>(CHART NOT INCLUDED)</small> | <input type="checkbox"/> \$4 TABLE CLOTHES
<small>CHOICE OF BLACK OR WHITE</small> |
| <input type="checkbox"/> \$10 MICROPHONE | <input type="checkbox"/> \$10 VENDOR TABLE
<small>TABLE, TABLE CLOTH AND 2 CHAIRS</small> | <input type="checkbox"/> .25 NAPKINS |
| <input type="checkbox"/> \$10 SPEAKERS | <input type="checkbox"/> \$50 A/V PACKAGE
<small>PROJECTOR + SCREEN + AUDIO</small> | <input type="checkbox"/> _____ |
| <input type="checkbox"/> \$10 PODIUM | <input type="checkbox"/> \$50 A/V TECHNICIAN (PER HOUR) | <input type="checkbox"/> _____ |

CHAPEL/THEATRE NEEDS

- | | | |
|---|--------------------------------------|--------------------------------|
| <input type="checkbox"/> SOUND/AV <small>(\$150 per hour)</small> | <input type="checkbox"/> GREEN ROOM | <input type="checkbox"/> _____ |
| <input type="checkbox"/> BANQUET STYLE SETUP | <input type="checkbox"/> PIANO \$100 | <input type="checkbox"/> _____ |
| <input type="checkbox"/> THEATRE STYLE SETUP | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Your event may require insurance, security, equipment and staff charges -please check with our events staff. After hour rentals are available upon request and approval by events committee.

No alcohol or smoking allowed in or around the building. Please note that we do not allow outside catering/food and will include a 20% service charge and 10.25% tax for banquet services. Rental includes tables, chairs, and venue space. Please request a buffet catering menu should you be interested in serving food at your event. Please schedule an appointment to meet, view the spaces and review rental application/contract. **We require a 50% deposit to confirm and reserve the space.** Cancelled events will forfeit deposit. We require at least 10 business days to prepare for your event (we request additional time for larger events such as weddings and concerts).

Please note that the date will not be guaranteed until the rental application is returned and deposit is secured. Prices are subject to change without notice. Be sure to read and sign the Event Guidelines before signing the rental application. If you have any questions, please do not hesitate to contact our event staff. We look forward to hosting your event.

INITIALS: _____

GENERAL GUIDELINES

ALCOHOL & TOBACCO

The Kroc Center Chicago is a drug, alcohol and tobacco free facility and campus. Guests should be informed prior to arrival.

FOOD & BEVERAGES

All food and beverage must be supplied by the Kroc Center Chicago with the exception of specialty cakes. Special dietary needs can be accommodated with advance notice. Special accommodations will be reviewed on a case by case basis. **Any prepared food left over from your event cannot be taken from the facility due to health department safety guidelines.** All services are subject to a 20% service charge and a 10.25% tax.

DELIVERIES

Please have all vendors call the Kroc Center Event Sales Office to schedule their delivery and pick up times and confirm delivery location. No deliveries will be accepted earlier than two (2) hours prior to the reservation time unless special arrangements have been approved by the Event Sales Office. All items are to be removed from the function space immediately after the event. Deliveries and pickups by the renter, the renters guests or vendors shall be conducted in a manner that does not interfere with the activities of the other guests of the Kroc Center Chicago. The Kroc Center Chicago does not accept responsibility for receiving or removing the property of the Renter, or the Renter's guests and will not provide any services in connection with deliveries and pickups.

FEES & PAYMENTS

The balance of your event must be paid in full a minimum of ten (10) days prior to your event. For events utilizing the Kroc Center Catering department and rental, **50% of estimated food, beverage and amenities are due within ten (10) days of contract approval.** The remaining balance is to be paid in full when guaranteed numbers are confirmed ten (10) business days before the event. Guaranteed guest count, final room set up, menu, audio visual/technical and itinerary must be confirmed ten (10) business days prior to the event. This will be the minimum number for which you will be charged. No reduction in the guaranteed numbers will be accepted after this date. Any changes are subject to additional charges. All final changes to your contract/reservation must be submitted 72 hours prior to your event. Changes after this time cannot be guaranteed and subject to a service fee.

Tables, chairs, wireless internet, coat rack, set up and tear down are included with your room rental. Additional audio visual equipment and amenities are available; please call the Event Sales Office with your requests. Additional charges may be applicable for additional set-up time or power requirements. Any group wishing to claim tax-exempt status must provide a hard copy of their tax-exempt letter (Federal IRS 501c3) upon confirming the reservation. Non-profit organizations utilizing the Kroc Center Chicago for a discounted rate may not use the facility for personal, private or commercial gain.

Personal checks are NOT accepted.

AUDIO VISUAL NEEDS

The use of any audio visual/technical equipment owned by the Kroc Center Chicago must be agreed upon prior to your event and will be quoted on an individual basis. Testing of the audio/visual technical equipment by the speaker/site contact must be set up prior to event with the Event Sales Office. Any slide show/presentation utilizing the Kroc Center Chicago audio/visual technical equipment should be delivered or tested prior to the occasion. The Kroc Center Chicago is not responsible for the incompatibility of any presentation to our equipment. Only music suitable for a public facility will be allowed and its volume is subject to control by the Kroc Center Chicago. Audio/visual technical professionals are available for an additional fee per hour.

DECORATIONS

We allow 60 Minutes set-up time; additional time will incur the hourly charge. Decorations must be free-standing. No open candle flames are allowed. No balloons or glitter allowed inside the auditorium, banquet rooms, gym or hallways. Decorations may not be taped, pinned, thumbtacked or in any way adhered to the walls, ceilings, floors, or furnishings. The Kroc Center Chicago does not allow the placement of signs, placards or postcards around the facility promoting events held on the premises. Special permission must be granted by the Operations Manager.

LIABILITY AND DAMAGE

Renter is liable for theft and damage to the Kroc Center Chicago premises, equipment and property as a result of the event provided under this contract. The Renter is responsible for the proper conduct of its guests. The Kroc Center Chicago holds the right to add security as it sees fit, at a fee of \$25 per hour, per Officer. All cost is the responsibility of the Renter. The Renter will not hold the Kroc Center Chicago or any of its employees responsible for the failure to execute an event due to occurrences beyond their control, such as, but not limited to, acts of God, public emergencies or threats to the community. The Renter will be required to sign a Hold Harmless Agreement (included) in which the renter or renters organization assumes the risk of injury to all persons who are on Kroc Center Chicago property as part of that group, and for injury or property damage sustained by others that results from the group's use of the premises.

The Salvation Army Ray and Joan Kroc Corps Community Center reserves the right to exclude or terminate any group or individual deemed to be inimical to, or is at risk to, the Kroc Center Chicago, its property, interests and mission. Organizations not a part of The Salvation Army or one of its programs, and participating in a high risk activity (i.e. swimming and pool activities, fitness center, organized athletic event or theatrical/dance performance) on an exclusive basis must provide a Certificate of Insurance as evidence of general liability insurance with at least the following limits: **\$2,000,000 Combined Single Limit for Bodily Injury & Property Damage.**

I have read the above event guidelines and agree to its terms and conditions, as well as any other contract addendum which I may sign.

CLIENT SIGNATURE _____ DATE _____

MANAGER INITIALS _____ DATE _____

May we take pictures and use pictures for promotional purposes on our website, brochures, newsletters, etc.?

Yes No

If yes, then you assume responsibility for informing your guests that you are representing group and all guests have approved the release. Initial

GENERAL GUIDELINES

CANCELLATION POLICY

10% of your total amount will be charged regarding your cancellation or changes 14 days or more before your scheduled arrival.

30% of your total will be charged regarding your cancellation or any changes 8 days before your scheduled arrival.

100% of your total amount will be charged regarding your cancellation 7 days prior to your scheduled arrival or no-show.

PERSONAL CHECKS ARE NOT ACCEPTED AS FORMS OF PAYMENT

BUSINESS CHECKS MAY BE USED FOR DEPOSIT WHEN EVENT IS BOOKED 14 DAYS PRIOR TO EVENT

CLIENT SIGNATURE _____

DATE _____

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

In consideration of the privilege of using The Salvation Army Ray & Joan Kroc Corps Community Center property at 1250 West 119th Street, Chicago, IL 60643 by (Name of Organization) _____

We agree to assume the risk for any injuries, including death, that may be sustained by members of our organization or any person invited as part of our group in connection with the use of said premises. Further, we agree to indemnify, hold harmless, assume liability for and defend The Salvation Army, its trustees, officers, members and agents from all costs and expenses including, but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs and any other sums which The Salvation Army, its trustees, officers, members and agents may pay or become obligated to pay for injury, including death, to persons or damage to property resulting from our use of said premises or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by the negligence or willful misconduct of The Salvation Army or its trustees, officers, members and agents while acting within the scope of duties of such relationship to The Salvation Army.

I hereby certify that I have the authority to sign this agreement for the organization identified above.

CLIENT SIGNATURE _____

DATE _____