5901 S. County Line Road, Hinsdale, IL 60521

Phone 630-789-7095 Fax 630-789-7093 email: info@klmlodge.com www.klmlodge.com

ate of Event: Type of Event: First Floor Second Floor Entire Lodge		Rental Contract		
tient Name:	ate of Event: Type	of Event:		
ddress:	ate of Application:	First FloorSecon	nd Floor	Entire Lodge
mail Address; Day Phone:	ient Name:	Organization:		
tumber of Guests: Event Start Time Event End Time: Yacate*	ddress:			
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Important: As you formalize your plans with your musicians, florist, caterers, etc., please keep us informed to guarantee that your event goes as smoothly as possible. If applicable, please provide Lodge event coordinators a timeline for your event.

reservation. Additions or changes to the contract will be added to your final payment.

All stipulations listed in the Village of Hinsdale Ordinances apply to all events contracted for at The Lodge at Katherine Legge Memorial Park, even if not specifically stated in this Rules and Procedures addendum. The Lodge at Katherine Legge Memorial Park is owned and operated by the Village of Hinsdale, and, therefore, subject to all rules and regulations as stated in the Village of Hinsdale Ordinances, even if such rules and regulations are not implicitly stated in this document.

I have read and understand the Rental Use Policy of the Village of Hinsdale and The Lodge at Katherine Legge Memorial Park and the accompanying Guidance Document and understand that failure to abide by these policies may result in additional fees and/or forfeiture of previously paid monies.

Date

Client Signature

OFFICE USE ONLY SECURITY DEPOSIT RECEIVED Amount_

RENTAL BALANCE RECEIVED Amount_

The Lodge Representative	Date
Staff Notes:	
*If making payment(s) by check, be sure to write the c Ave, Hinsdale, IL 60521 Attn: Lodge. See further paym	heck to the Village of Hinsdale located at 19 E. Chicago ent instructions above.
	al hours are needed, please confirm availability with The er hour for each additional hour. Supplies may not be kept
*You must work with the approved vendor for tents ar	nd outdoor furniture.
*If using an outside caterer, there will be an additiona chosen vendor 30 days prior to your event.	l \$500 fee and an application must be completed by your
*Alcohol must always be delivered to the Lodge by an served by a licensed and insured bar tender. No except	
For further information please see The Lodge policy of	and procedure pages or contact The Lodge staff.

_ CC_

CC

Check #

Check #

Exp Date

Exp Date_

Policies and ProceduresGROUP SIZE CAPACITY

The first floor of the Lodge can hold 120 guests for a seated event. If the living room furniture is removed for an additional fee then the first floor can seat up to 150 guests. The second floor can hold a maximum of 100 people for a seated event. The combined maximum capacity for the building is 220 guests. ** Please note that the maximum number of guests may be affected by COVID-19 capacity restrictions. **

HOURS

Event hours are listed on the contract. The Lodge doors will open at the "Set-up" time and close at the "Vacate" time. All setup and clean-up must occur during the listed hours. Any additional time is subject to an additional fee. Please confirm your event time with your vendors.

Vendors generally require two hours for setup and one hour for breakdown. All event services end one hour prior to the end of the rental period, and all guests are required to vacate the premises at that time. The Lodge will close to all renters, guests and vendors at the "Vacate" time stated on the contract. Lodge staff reserves the right to deny changes to event times made on the day of the event.

EVENT SPACE

Event space inside the Lodge is limited to the first floor, second floor and rear patio (weather permitting). The main entrance faces the west and is ADA-accessible. No alcohol is permitted in Katherine Legge Memorial Park. The Lodge is located in Cook County. Only the first floor of the Lodge is wheelchair accessible. There is no elevator in the Lodge.

EQUIPMENT

Lodge equipment is available for your **indoor use only**, and is included in your rental fee. All other equipment, without limitation, such as linens, china, glassware, flatware, and additional outdoor chairs and tables, must be rented through and set up by your vendor. The floor plan must be confirmed 10 days prior to the event. If you would like the living room equipment to be brought into the Lodge, a \$250 will be charged.

Available Tables		<u>Living Room Furniture (Available for a \$250 fee)</u>
36" Square Tables	14	Living room furniture includes a couch,
8' Rectangular Tables	20	2 wingback chairs, 1 coffee table, and 2 end tables.
6' Rectangular Tables	7	
30" High Boy Tables	6	
24" High Boy Tables	2	
36" Round Tables	2	
48" Round Tables	10	
60" Round Tables	16	
72" Round Tables	20	

PAYMENT

The security deposit is required at time of reservation. Payment in full is required 30 days prior to the reservation date. Payment can be accepted in cash, check or credit card (Visa, Discover MasterCard, and American Express). A signature is required for credit card payments. Checks are payable to the Village of Hinsdale. Please send all documents to the Village of Hinsdale Attn: Parks & Recreation Department, 19 E. Chicago Ave, Hinsdale, IL 60521. <u>The Lodge does not receive mail.</u>

The security deposit will be refunded four to six weeks after your event by check, unless additional charges are incurred as a result of your rental such as overtime, extra cleaning, building and equipment damages, etc. <u>The</u> security deposit is not deducted from the rental fee.

If the event runs 20 minutes longer than its scheduled ending time, the user will be charged for an additional hour of usage and for each additional hour of usage thereafter. This additional fee will be taken out of the security deposit until it is depleted and then payment must be made at the end of the event for additional charges not covered by the security deposit.

COMPLIANCE WITH REGULATIONS

The user shall be liable and assume full responsibility for holding an event in compliance with all statutes, ordinances, laws, mandates and issued recommendations of the Governor of Illinois, Illinois Department of Public Health, Cook County Department of Public Health, Centers for Disease Control, Department of Commerce and Economic Opportunity, the Village of Hinsdale, and any other agency with jurisdiction over the event venue. This may include following social distancing guidelines, providing for the frequent sanitation of high-touch areas, wearing of facial coverings, lowered occupancy/capacity limits, and other restrictions, as outlined in the Covid 19 Guidelines for Events issued by the Department of Commerce and Economic Opportunity. The Lodge at Katherine Legge Park may terminate an event at any time, including during the event, if such restrictions are not being followed, without refund of any registration fee. However the Lodge at Katherine Legge Park assumes no responsibility for monitoring any event for compliance with any mandates or recommendations.

ADDITIONAL GUIDANCE DOCUMENT

The parties acknowledge that accompanying this Contract is a Guidance Document which sets forth the current guidelines and the responsibilities for each party in conducting events due to the public health restrictions and recommendations surrounding COVID-19. The parties further acknowledge and agree that an updated Guidance Document will be circulated, acknowledged, and accepted by the parties no less than seven (7) days before the scheduled Event. The parties agree to abide by the reasonable restrictions outlined in the Guidance Document. If the Event can no longer be held due to the restrictions in the Guidance Document, the Event can be cancelled without the forfeit of the payment and security deposit as described in the cancellation section below. However, in no event will The Lodge at Katherine Legge Park or the Village of Hinsdale be responsible for any damages, liability, or any performance other than the return of any deposits made if an event is cancelled due to the restrictions and responsibilities in the Guidance Document.

CANCELLATION

If the user cancels within 30 days after paying the deposit, the deposit amount will be refunded less a \$50 processing fee. Should the event be cancelled after 30 days, the user shall forfeit the security deposit in full. Final payment is due 30 days prior to the event. Should the event be cancelled within the last 30 days, the entire payment and security deposit will be forfeited. The Village of Hinsdale reserves the right to cancel rentals due to unavoidable circumstances. All moneys will be returned in this instance.

COVID-19 CANCELLATION

Your reservation may need to be cancelled due to circumstances surrounding the COVID-19 pandemic. The Lodge at Katherine Legge Memorial Park/The Village of Hinsdale reserves the right to cancel the reservation if, in its sole discretion, it determines that the event would pose any risk to public health. This includes concerns about the cleaning and sanitation of the venue and/or the enforcement of social distancing or other guidelines, whether mandatory or not at the time of the event. Cancellation may occur at any time 48 hours or more in advance of the event, or up to the time of the event if earlier notice is impossible due to release of new guidelines or regulations. In the event of a cancellation by the Lodge under this clause, reservation fees will be refunded in full.

DATE CHANGE

The user is allowed one free date change. For any date change thereafter, the user must pay \$100 per each change. If the user needs to change the date within 30 days of the event, the user forfeits all monies and a new rental must be booked.

CATERING SERVICES

The Village of Hinsdale has a list of preferred caterers to accommodate events. Chafing dishes, metal hotboxes, and sterno may be used inside the Lodge for food heating. The Village of Hinsdale must approve any other cooking equipment prior to use.

All events with guest counts of over 50 people are required to utilize a licensed caterer to assist during the event. Business meetings, corporate retreats, presentations, etc. may be exempt from this policy on a case by case basis.

OUTSIDE CATERERS

A \$500 fee will be assessed to the user if an outside caterer is used. This fee will be added to the contract. Requirements for this are a \$500.00 fee from the caterer, certificate of insurance in the amount of one million dollars of general liability and dram shop coverage (if liquor is served) naming the Village of Hinsdale as additionally insured. All outside caterers must provide copies of the following documents at least 30 days prior to catering any events at The Lodge at Katherine Legge Memorial Park. In addition to the documents listed below, caterers must also sign and return the Single-day Use Catering Agreement at least 30 days prior to the event date. Certificates of insurance must be in a form and substance satisfactory to the Village of Hinsdale, stating: "The Village of Hinsdale is listed as additionally insured."

- 1. Certificate of General Liability Insurance coverage for at least \$1,000,000 and Workers Compensation Insurance
- 2. Certificate of Liquor Liability Insurance coverage for at least \$1,000,000.
- 3. BASSET liquor service certification or the equivalent
- 4. County Health Department food service certificate, completed within six months of the date of this application),
- 5. Illinois State issued liquor license (if providing/serving alcohol) must be submitted with this application.
- 6. City Business License

LIQUOR SERVICE

- Clients may not bring alcoholic beverages into the The Lodge.
- Alcoholic beverages may only be brought into The Lodge by an approved caterer or liquor store on The Lodge's preferred vendor list. Clients cannot bring in alcoholic beverages.
- Alcohol must be handled and served by a licensed caterer or bar service. If using a Bar Service or Caterer not listed on the The Lodge preferred vendor list, they must provide proof of dram shop insurance and a valid state liquor license. This must be provided 10 days prior to the event.
- Liquor may not be served to persons under the age of 21.
- Alcohol may be consumed outside The Lodge on the patio or under a tent attached to the building. The consumption of alcohol is not allowed in the park.
- A "cash bar" or ticket purchase for liquor is permitted.
- Wine bottles may not be placed on the tables for self-service.
- Shots and kegs of beer are not allowed in any manner, even if served by a licensed bartender.
- The bar will be closed one hour before the end of the rental time.
- Per Village ordinance, on Fridays and Saturdays, alcohol may be served until 12:00 am. Sundays Thursdays, alcohol may be served until 10:30 pm.

The policies are in accordance with the Village of Hinsdale ordinances.

OUTSIDE CEREMONIES WITH LODGE RENTAL

There is no additional fee for having an outside ceremony when renting the Lodge for your ceremony and reception. Please note, the Lodge chairs and tables are for indoor use only. All outside furniture (i.e. ceremony chairs) must be rented through The Lodge approved Tent and Furniture vendor. All materials brought in by the renter must be removed at the end of the event. Alcohol is permitted in the patio area and tented areas outside The Lodge. The Lodge Ballroom space may be used as a backup ceremony location in the event of inclement weather. Please note that no birdseed, silly string, rice, confetti, flower petals or similar items are allowed on the grounds of The Lodge. It is the responsibility of the user to make sure that their guests follow all Village of Hinsdale rules. Dogs are permitted in the designated park area during posted dog hours. Dogs are not permitted inside The Lodge facility. Please note, for marriage license purposes the Lodge is located in Cook County.

OUTDOOR CEREMONIES ONLY

The fee for an outdoor wedding ceremony only is \$500. Wedding ceremonies only include use of Arbor location on the Park Grounds, use of bathrooms inside the Lodge for guests and the inside of the Lodge for staging wedding party purposes prior to the ceremony. Wedding photos may be taken inside the Lodge during the designated rental time on the contract. Any photos taken outside of the designated contract rental timeframe may take place outside on the KLM Park grounds but must be respectful of all other Park rentals taking place at that time. The rental timeframe indicated on the contract still applies if held indoors or outdoors. If the renter chooses to cancel due to inclement weather, fees will not be refunded. It is the responsibility of the user to make sure that their guests follow Village Policy. Dogs are permitted in the designated park area during posted dog hours. Dogs are not permitted inside the KLM Lodge facility. Please Note: All outside furniture (i.e. ceremony chairs) must be rented through The Lodge approved Tent and Furniture vendor. All materials brought in by the renter must be removed at the end of the event. Please note, for marriage license purposes the Lodge is located in Cook County.

STAFF RESPONSIBILITY

Event Host staff will be on-site to oversee scheduled events, and ensure all requirements and policies of the Village of Hinsdale are adhered to.

The Lodge staff is not responsible for gifts or personal property. Staff will not hold gifts or belongings during the event. The Village of Hinsdale will not be responsible for any materials left or lost on premises.

SETUP, DELIVERIES AND INSTALLATION

Unless previous arrangements have been made with Lodge staff, all deliveries must be made during the event time listed on the contract. Any additional lighting, props, or special set-ups must be pre-approved by Lodge staff. Installation and removal of special decorations or equipment is restricted to the event time listed on the contract. Any special props, floral materials, etc., must be removed from the premises during rental period, unless prior approval is given by Lodge staff. The Village of Hinsdale will not be responsible for any materials left on the premises.

LOST OR STOLEN PROPERTY

The Village of Hinsdale is not responsible for any items that may be lost or stolen during your event, as well as any items lost or stolen that are delivered to the site prior to the event. Items that are left at The Lodge will be disposed of after the event. Items belonging to The Lodge / Village of Hinsdale that are removed must either be returned in the original condition or user will be charged to replace removed items. Monies will be deducted from the Clients security deposit.

CONDUCT AND VIOLATIONS

The conduct of guests within Lodge and on Village property is the responsibility of the user. The Village of Hinsdale has the authority to notify the police whenever necessary and ask disorderly guests to leave the premises. Staff may terminate the use of The Lodge at any time if the policies are intentionally violated or if any guest's conduct becomes abusive or dangerous to the site, its furnishings, or any individual therein. Should this action be deemed necessary, the entire deposit and user fee will be forfeited. The user is solely responsible for any violation of The Lodge policy or for damage caused by the caterer, florist, musicians or guests.

INSURANCE

The user shall hold harmless and indemnify Village of Hinsdale ("Renter") from and against all suits, claims, causes of action, claims for damages or liability for injury or damages to persons or property sustained or claimed to have been sustained by anyone whosoever, including from the exposure to disease causing organisms and/or objects, such as COVID-19, by reason of the operation, use or occupation of the facilities hereinabove described, whether such use is authorized or not, or by any act or omission of Renter, or any of its officers, agents, employees, guests, patrons, or invitees, and the user shall pay for any and all damage to the property of the Village of Hinsdale, or theft of such property, done or caused by such person.

Client contracted vendors may be required to provide the Village of Hinsdale a certificate of insurance listing the Village of Hinsdale as additional insured.

REHEARSAL

A wedding ceremony rehearsal may be scheduled no sooner than 3 weeks in advance of the event, Rehearsal depends on The Lodge's rental availability. The 1-hour rehearsal must begin at scheduled time and conclude in the one-hour time period. The charge for a rehearsal is \$200. Additional rehearsal time will be billed at \$100 per half-hour, and will be deducted from the security deposit if not paid prior to the wedding day. No food or liquor may be served during a rehearsal.

TELEPHONE AND WIFI

The Lodge is equipped with a direct phone line (630) 789-7095 for incoming and outgoing calls during events. The Lodge's wifi password can be obtained from The Lodge staff upon arrival.

RESTROOMS

The Lodge has handicapped accessible restrooms on the first floor that staff will keep stocked and clean during events.

MUSIC AND DANCING

The Lodge is equipped with an audio system, including wireless microphones, which can play playlists from your device (i-pad, phone, laptop, etc.) throughout the dining room and ballroom. The system may be used for announcements or background music but is not a substitute for a D.J. or band. The Lodge Event Host will control the system.

Amplified music is allowed on the first and second floors. The user is responsible for any facility damage caused by musicians during equipment load-in and/or load-out. Dancing must occur in the Ballroom on the second floor or on the Lodge patios. Please inform all vendors bringing equipment to the second floor that there is no elevator in The Lodge. Equipment must be carried up the stairs.

ELECTRICAL

The Lodge is equipped with 120V/20 amps. Please inform disc jockeys and/or musicians of this prior to the event to avoid any unforeseen electrical problems. If setting up amplification for an outdoor ceremony or music on the patios, please provide extension cords to plug into the Lodge electrical outlets. There are no electrical outlets at the arbor location. A 100 ft extension cord will be needed to reach The Lodge's outdoor outlets.

PARKING

Parking is permitted in the parking lot located next to the Lodge and additional guest parking is available in the east parking lot. Parking is not permitted in front of the building.

HOUSEKEEPING

The Lodge will be sanitized, clean and ready for setup prior to all scheduled events. Food preparation, food services areas and the bar areas must be cleaned during an event and during the designated 1 hour clean up period designated on all contracts. All garbage must be removed from the Lodge and put in the Lodge dumpsters. The Lodge provides garbage bags to refill cans. Cleanup during and after the event will be completed by the onsite caterer but is ultimately the responsibility of the client renting the facility. All decorations, supplies, etc. must be removed from the Lodge at the event end time designated on the contract. Please note: The Lodge does not have cleaning supplies onsite for caterer / client use including but not limited to dish soap, sponges, cleaner, etc. The Lodge Event Host on site will complete an end of event cleaning checklist with the client and / or caterer onsite. The Lodge at Katherine Legge Park will be sanitized between events in addition to the clean-up required by each user during this paragraph. This paragraph does not require the user to provide sanitization per CDC guidelines.

SMOKING

The Lodge is a non-smoking facility. In accordance with Village of Hinsdale park ordinances, smoking is permitted outside, 15 feet away from the closest doorway. In the event of a false fire alarm caused by guests smoking on the premises, the user will be held responsible for any charges that may be imposed by the Fire Department.

DECORATIONS/CANDLES/SPARKLERS, BANNERS, ETC.

No nails, hooks, tacks, 3M hooks or tape of any kind may be used to hang decorations. No nails may be used in any beams or walls of the Lodge. User must remove all decorations at the end of the event.

Village of Hinsdale fire codes require no open-burning flames in the Lodge. Candles are permitted only with flame shields. Votives are allowed. Please notify your florist or decorator regarding candle restrictions. No fog or smoke machines are permitted in the Lodge. Sparklers, fire-pits, tiki-torches, smoke bombs or fireworks of any kind are not permitted at the Lodge or at the Katherine Legge Memorial Park property.

Please note that no birdseed, silly string, rice, confetti, flower petals or similar décor or celebration items may not be used in or around the Lodge.

The Village of Hinsdale must approve the display of corporate, sponsor, event identity logos and/or banners. Upon approval, banners may be displayed only within the permitted area and secured on user provided equipment. Banners, balloons and signs should not be posted along County Line Road.

RENTAL HOURS

Friday afternoon / evening and weekend Lodge rentals are to be 8 hours total. This includes event setup and cleanup time. Additional hours may be purchased at an hourly rate.

The discounted 1^{st} floor only weekend morning "shower" rental is to be no more than 6 hours and must take place entirely between 8 am - 2 pm to be qualified for the discounted rental rate. The 6 hours includes setup and clean time. **Additional hours** are not available for this option.

Monday - Thursday and Friday daytime rentals can be 5 or 8 hours in duration. This includes event setup and cleanup time.

Wedding Ceremony only rentals are 2 hours in duration and must end by 2 pm. This includes cleanup and setup.

Memorial Service rentals are to be 6 hours in duration. This includes setup and cleanup.

EVENT RENTAL END TIMES

Sunday through Thursday rentals must have any and all alcohol service completed by 10:30 pm with an event end time of no later than 11:30 pm.

Friday and Saturday rentals must have any and all alcohol service completed by midnight with an event end time of no later than 1:00 am.

I have read and understand the Rental Use Policy of the Village of Hinsdale and Katherine Legge Memorial Lodge and understand that failure to abide by these policies may result in additional fees and/or forfeiture of previously paid monies.

Client Name	Event Date
Client Signature	Date
Lodge Representative	Date

LODGE ANNUAL APPROVED VENDORS-2021

LICENSED CATERERS

CHEF BY REQUEST

5100 Academy Drive Suite 200 Lisle, IL 60321 Phone (630) 493-4300 FAX (630) 493-4558 www.chefbyrequest.com

LA CUISINE CATERING COMPANY

1201 C Butterfield Road Downers Grove, IL 60515 Phone (630) 691-1700 FAX (630) 691-1614 www.lacuisinecatering.com

MAISON CUISINE

324 N Leavitt #100 Chicago, IL 60612 Phone (312) 315-4479 www.maisoncuisine.com

MARIES CATERING

341 75th Street Willowbrook, IL 60527 Phone (630) 655-3337 Fax (630) 655-2754 www.mariescatering.com

MY CHEF CATERING

2772 Golfview Drive Naperville, IL 60563 Phone (630) 717-1167 Fax (630) 717-1274 www.mychef.com

SCHAUL'S SIGNATURE CUISINE & EVENTS

520 Lively Blvd Elk Grove Village, IL 60007 Phone (847) 647-9304 Fax (847) 647-6406 www.schaulscuisine.com

TOMMY R'S CATERING

825 W 75th Street, Unit D Willowbrook, IL 60527 Phone (630) 323-1441 Fax (630) 323-2876 www.tommyrs.com

UNCLE BUB'S BBQ

132 S Cass Ave Westmont, IL 60559 Phone (630) 493-9000 Fax (630) 493-1180 www.unclebubs.com

LICENSED TENT / FURNITURE RENTAL VENDOR

CHICAGO TENT COMPANY

Chicago Tent, LLC Main Office 5340 East Avenue Countryside, IL 60525 Phone (708) 359-7020 www.chicagotentrental.com john@chicagotentcompany.com

LICENSED BEVERAGE DISTRUBUTORS

BINNY'S BEVERAGE DEPOT

6920 S Route 83 Willowbrook, IL 60527 Phone (630) 654-0988 Fax (630) 468-5049 www.binnys.com

MAINSTREET WINES & SPIRITS

5425 S LaGrange Rd Countryside, IL 60525 Phone (708) 354-0355 Fax (708) 354-3933 www.mainstreetwine.us