

Rental Contract

Date of Event: _____ **Type of Event:** _____

Date of Application: _____ **First Floor** _____ **Second Floor** _____ **Entire Lodge** _____

Client Name: _____ **Organization:** _____

Address: _____

Email Address: _____ **Day Phone:** _____

Number of Guests: _____ **Cell Phone:** _____

Tax ID # _____

Set-Up Time*: _____ **Event Start Time** _____ **Event End Time:** _____ **Vacate*** _____

*Two hours are included in 8-hour rental *Includes 1 hour clean up

Caterer _____ **Approved list?** _____ **YES** _____ **NO** _____

Weekend & Holiday Rental Rates

Weekend & holiday rates are based on an 8-hour rental unless otherwise specified. Patrons receive use of both floors of the Lodge unless indicated. A \$500 security deposit is due along with signed contract. A 15% discount is applicable to non-profit groups.

8-hour rental

▪ Saturday & Holiday A La Cart (Entire Lodge)	\$ 2,800	\$ _____
▪ Friday after 5pm/Sunday A La Cart (Entire Lodge)	\$ 2,300	\$ _____
▪ Sunday A La Cart (1 Floor Only)	\$ 1,300	\$ _____
▪ All –Inclusive Wedding Rental (Entire Lodge) (Includes use of TV, 1 hour wedding rehearsal & living room furniture removal)	\$ 3,200	\$ _____
▪ Ceremony Only (indoors or outdoors- 2 Hours)	\$ 500	\$ _____
▪ Wedding Ceremony Rehearsal (1 hour)	\$ 200	\$ _____
▪ 6 Hour Morning Shower Special Rate (Setup time, event time and cleanup must take place between 8am – 2pm)	\$ 700	\$ _____
▪ Additional Hour (weekend)	\$ 250	\$ _____
Security Deposit	\$ 500	\$ _____

Weekday Corporate & Private Event Rental Rates (Monday - Friday before 5pm)

A \$250 security deposit is due along with signed contract. A 15% discount is applicable to non-profit groups.

5-hour rental

▪ Single Floor	\$ 700	\$ _____
▪ Entire Lodge	\$ 1,000	\$ _____

8-hour rental

▪ Single Floor	\$ 1,000	\$ _____
▪ Entire Lodge	\$ 1,600	\$ _____
▪ Additional Hour (weekday)	\$ 200	\$ _____
Security Deposit	\$ 250	\$ _____

Additional Services

▪ Memorial Service (6 Hours – One Floor Only)	\$ 700	\$ _____
▪ Memorial Service (6 Hours – Entire Lodge)	\$ 1,000	\$ _____
▪ Living Room Furniture Removal	\$ 250	\$ _____
▪ Coffee Service per 50 cups	\$ 50	\$ _____
▪ TV/LCD Projector fee	\$ 75	\$ _____
▪ One Day Outside Caterer License Fee	\$ 500	\$ _____
Total Balance Due on (date) _____		\$ _____

A Security Deposit of \$ _____ must be submitted with this rental agreement by _____ to assure your reservation. Additions or changes to the contract will be added to your final payment.

Katherine Legge Memorial Lodge

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.

All stipulations listed in the Village of Hinsdale Ordinances apply to all events contracted for at the Katherine Legge Memorial Lodge, even if not specifically stated in this Rules and Procedures addendum. The Katherine Legge Memorial Lodge 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 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 Signature _____ Date _____

Katherine Legge Memorial
Lodge Representative _____ Date _____

Staff Notes:

OFFICE USE ONLY SECURITY DEPOSIT RECEIVED Amount _____ Check # _____ CC _____ Exp Date _____
RENTAL BALANCE RECEIVED Amount _____ Check # _____ CC _____ Exp Date _____

Katherine Legge Memorial Lodge

Policies and Procedures

GROUP SIZE CAPACITY

The Katherine Legge Memorial Lodge can hold a maximum of 230 people. The first floor can hold 130 for a seated event. The second floor can hold a maximum of 120 people for a seated event, but combined 230 people is the capacity.

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 Katherine Legge Memorial 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 chairs and tables, must be rented through and set up by your vendor.

The rental includes tables and chairs that are housed at the Lodge. Lodge furnishings are to remain indoors. The floor plan must be confirmed 10 days prior to the event. If living room furnishings are to be moved an extra fee of \$250 will be charged.

Available Tables

36” Square Tables	14	36” Round Tables	2
8’ Rectangular Tables	20	48” Round Tables	10
6’ Rectangular Tables	7	60” Round Tables	16
30” High Boy Tables	8	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.** The Lodge does not receive mail.

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. The 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.

Katherine Legge Memorial Lodge

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.

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 60 people are required to utilize a licensed catering or wait staff service 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 does not apply to drop-off or food picked up at a restaurant and brought into the Lodge by the client. 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 Katherine Legge Memorial Lodge. 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 KLM Lodge.
- Alcoholic beverages may only be brought into the KLM Lodge by a preferred caterer or liquor store listed in the KLM Brochures. 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 in the KLM Brochure, 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.

These policies are in accordance with the Village of Hinsdale Ordinances.

Katherine Legge Memorial Lodge

OUTDOOR CEREMONIES WITH LODGE RENTAL

KLM chairs and tables are for indoor use only. **All outside furniture (i.e. ceremony chairs) must be rented through the KLM 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 KLM 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, or flower petals 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 KLM Lodge facility.

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 KLM Lodge Ballroom space may be used as a backup ceremony location in the event of inclement weather. 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 KLM Lodge approved Tent and Furniture vendor.**

STAFF RESPONSIBILITY

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

Katherine Legge Memorial 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 Katherine Legge Memorial 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 Katherine Legge Memorial 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 Katherine

Katherine Legge Memorial Lodge

Legge Memorial Lodge policy or for damage caused by the caterer, florist, musicians or guests.

INSURANCE

The user shall hold harmless and indemnify Village of Hinsdale 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 whatsoever, 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.

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

The Katherine Legge Memorial Lodge is equipped with a direct phone line (630) 789-7095 for incoming and outgoing calls during events.

RESTROOMS

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

MUSIC AND DANCING

KLM Lodge is equipped with an audio system, including wireless and corded-microphones, which plays I-pods and CD's 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. The in-house music system can be used for announcements, background music or I-pods.

ELECTRICAL

The Katherine Legge Memorial 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.

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 Lodge.

HOUSEKEEPING

The Lodge will be 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 KLM 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. Only licensed caterers are permitted to use the Lodge dishwasher.**

Katherine Legge Memorial Lodge

SMOKING

The Katherine Legge Memorial 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. Village of Hinsdale fire codes require no open-burning flames in the Lodge. Candles are permitted only with flame shields, and no open-burning flames are permitted. Votives are allowed. Please notify your florist or decorator regarding candle restrictions. No fog or smoke machines are permitted in the Lodge.

BANNERS/DECORATIONS

No nails, hooks, tacks, 3M hooks or tape of any kind may be used to hang decorations. User must remove all decorations at the end of the event. Candles are allowed, but the flame must be enclosed. Please note that no birdseed, silly string, rice, confetti, or flower petals may be used in or around the Lodge. No nails may be used in any beams or walls of 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.

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** _____

**Katherine Legge Memorial
Lodge Representative** _____ **Date** _____

Katherine Legge Memorial Lodge

KLM ANNUAL APPROVED VENDORS

May 1, 2018 - April 30, 2019

LICENSED CATERERS

CHEF BY REQUEST

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

MY CHEF

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

TASTE OF HOME CATERING

5815 S. Madison Ave
Hinsdale, IL 60521
Phone (630) 323-7979
Fax (630) 323-8482
www.tasteofhomecatering.com

LA CUISINE CATERING COMPANY

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

NOW SERVING CATERING

725 W Hillgrove
LaGrange, IL 60525
Phone (708) 352-1411
Fax (708) 352-1511
www.now-serving.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

MAISON CUISINE

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

UNCLE BUB'S BBQ

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

MARIES CATERING

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

TASTY CATERING

1900 Touhy Ave
Elk Grove Village, IL 60007
Phone (847) 593-2000
Fax (847) 593-2114
www.tastycatering.com

LICENSED TENT / FURNITURE RENTAL VENDOR

MY PARTY TENT

P.O. Box 261 Willow Springs, IL 60480
Phone (708) 699-7368 / (630) 708-8368
www.mypartytent.com

LICENSED BEVERAGE DISTRIBUTORS

BINNY'S BEVERAGE DEPOT

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

PRESTIGE LIQUORS

6249 S Cass Ave
Westmont, IL 60559
Phone (630) 963-9733
Fax (630) 963-9722
Prestige6249@yahoo.com

MAINSTREET WINES & SPIRITS

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

