

Evening Rentals

AGREEMENT

This Agreement, by and between the LIZZADRO MUSEUM OF LAPIDARY ART, 220 Cottage Hill Avenue, Elmhurst, Illinois (the "Museum") and

(The "Event Sponsor").

AREA OF USE

The area of the Museum building which will be opened to the guests of the Event Sponsor shall be the Main Floor Display Area, the Lower Level Display area and the Men's and Women's Restrooms. Other areas to be opened include,

No portion of the area outside the Museum building shall be used.

EVENT DETAIL

There shall be no sale of general admission tickets at the Museum, nor shall the event have an open-house theme. The Museum may request a list of guests in advance of the event.

The event date is _____

The event starting time is _____

Delivery of equipment or food to the Museum shall not begin prior to 4:00 P.M. on the day of the event. Set up time shall begin one hour before the starting time of the event. In no case will set up begin before 5:00 P.M. on the day of the event.

The event ending time is _____

In no case will guests, caterers or representatives of the Event Sponsor occupy the Museum building beyond 1 A.M. of the day following the event date.

Cleanup time will begin at _____

Cleanup, including mopping, sweeping and garbage removal, is the responsibility of the Event Sponsor. Cleanup shall include removal and disposal away from the Museum building of all tables, chairs, linens, food, garbage, china, glasses, service or other materials brought to the Museum building. All equipment and materials brought to the Museum must be removed by 1 A.M. of the day following the event date. No equipment or material may be stored at the Museum for later pickup.

GROUP SIZE

The number of guests expected is _____

Sit down dinner is limited to 75 persons. Stand up parties and gatherings are limited to 200 persons. No portion of the group shall occupy any area outside the Museum building.

FOOD & BEVERAGE SERVICE

Alcohol will be served.

The sale of alcoholic beverages is prohibited. Alcoholic beverages must not be served to persons under the age of 21. It is the responsibility of the Event Sponsor to provide the Museum with a Certificate of Dram Shop Coverage in the amount of \$1,000,000, in a company satisfactory to the Museum, and listing the Museum, the Elmhurst Park District, and their agents, employees, officers and directors as co-insured.

The Certificate must be non-cancelable without 10 days prior written notice to the Museum, and be written to be in effect on the day of the event. The Certificate of Insurance must accompany this signed Agreement.

The type of food service Is _____
(Sit Down Dinner, Buffet, Hors d'oeuvres).

The catering firm is _____

The caterer must be approved in advance by the Museum. The caterer is required to provide the Museum with proof of necessary licenses, DuPage County Department of Health or Elmhurst Department of Health food service approval, as applicable, and a Workers Compensation Insurance Certificate with statutory limits. This requirement must be met 30 days prior to the event or the event will be canceled.

The Museum does not have kitchen facilities for cooking or washing. No cooking of any kind is allowed in the Museum. Micro-wave warming ovens and steam tables are allowed.

ENTERTAINMENT

Musical entertainment will be provided by _____

Entertainment shall be limited to background music only, live or recorded. No dancing shall be allowed.

PARKING

The Museum has no control over the parking lot adjacent to the Museum. Parking controls, if required, are the responsibility of the Event Sponsor.

FEES

The fee for the use of the Museum building shall be \$1,000.00. There shall be a non-refundable deposit of \$250.00 included with this agreement. The balance of \$750.00 is due and payable on the evening of the event.

The Museum shall provide a responsible staff person and an additional security person who will remain the Museum building during the event and cleanup.

DAMAGE DEPOSIT

A damage deposit of \$250.00, in addition to the deposit required under Fees, must be submitted with this signed agreement. The Event Sponsor indemnifies the Museum for damages caused as a result of the event, which may be in excess of the deposit amount. The deposit shall be returned to the Event Sponsor within 7 business days following the event, unless additional charges are made to the Event Sponsor as a result of damage or costs incurred by the Museum in the conduct of the event.

SMOKING

Smoking is permitted only in the vestibule at the front entrance of the Museum building. No smoking is permitted in the display areas of the building or in the washrooms.

DISCLAIMER

The Museum is not responsible for any articles brought into the building and left behind following the completion of the event. The Museum is not responsible for personal items including coats or handbags which may be checked in by the Event Sponsor or Museum staff.

RESPONSIBLE PARTY

The Event Sponsor shall provide a Certificate of Insurance for \$1,000,000 of General Liability covering this event, in a Company satisfactory to the Museum, and listing the Museum, the Elmhurst Park District, and their agents, employees, officers and directors as co-insured.

The Certificate must be non-cancelable without 10 days prior written notice to the Museum, and be written to be in effect on the day of the event. The Certificate of Insurance shall accompany this signed agreement.

The Event Sponsor hereby indemnifies and holds harmless the Museum, the Elmhurst Park District, and their agents, employees, officers and directors from any and all liability sustained as a result of the Event, including any costs and expenses (including reasonable attorney fees and interest on judgments) associated therewith.

The signer of the Agreement for the Event Sponsor accepts full responsibility for the terms and conditions contained herein. This person shall also be the contact person pertaining to the event, and shall be in attendance on the evening of the event.

EVENT SPONSOR:

_____ Telephone_____

By_____ Dated_____

____ LIABILITY INSURANCE CERTIFICATE ATTACHED
____ DRAM SHOP INSURANCE CERTIFICATE ATTACHED
____ NON REFUNDABLE \$250.00 DEPOSIT ATTACHED
____ DAMAGE DEPOSIT \$250.00. ATTACHED

APPROVED:

LIZZADRO MUSEUM OF LAPIDARY ART 630-833-1616
220 Cottage Hill, Elmhurst, IL 60126

By_____ Dated_____

Executive Director

Adopted 11/9/88
Revised 5/10/89
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