



Oak Brook Historical Society

Oak Brook Historical Society
Oak Brook Heritage Center
1112 Oak Brook Road
Oak Brook, IL 60523

(630) 368-7750
oakbrookhistory@gmail.com
www.oakbrookhistory.com

Oak Brook Heritage Center Rental Agreement

The Oak Brook Historical Society (hereinafter referred to as "OBHS") allows for the use of its Heritage Center facility for private, non-profit, or corporate events. After reviewing the information regarding the facilities and the terms and conditions for use, please complete and submit the rental request form as payee hereof.

Details and Amenities Include:

The meeting space can comfortably accommodate up to 175 people. Use of the room includes:

- Padded chairs and 6-foot tables - available on request
- Restroom and small kitchen area (no stove) lower level

All equipment will be set up by Renter under the direction of an Oak Brook Historical Society (OBHS) member.

Terms and Conditions for Rental of the Heritage Center.

Rental Rates: The OBHS Member user rates are \$50.00 for the first hour and \$25.00 for each hour thereafter. Non-Member rates are \$100.00 for the first hour and \$50.00 for each hour thereafter.

1. Renter agrees to use the facilities in accordance with all rules and regulations imposed by (OBHS) as well as all applicable governmental laws, rules, regulations, and ordinances and in conformity with the Request Form, attached to this document hereof and incorporated by reference.
2. Renter is responsible for all damage to OBHS property, theft of OBHS property, or injuries to any person(s) or property resulting from Renter's use of the Heritage Center.
3. Renter is responsible for the facility and is expected to implement all such measures as are reasonably necessary to prevent abuse of OBHS property and facility, and to enforce the terms and conditions of this Rental Agreement.
4. Commencement of the Rental period shall be at the earliest of setup and take down equipment, decorations, and entertainment, and for arrival and setup for catering service and conclusion of the rental period shall be at the conclusion of cleanup.

5. Hold Harmless: User hereby indemnifies, agrees to defend, and holds harmless OBHS, and the Village of Oak Brook, their Officers, members of the OBHS Board of Directors, trustees of the Village of Oak Brook, their employees, and agents from any and all losses, expenses, claims, suits, and damages to person or property, including attorney fees, from any cause whatsoever in connection with the event, including, but not limited to, preparation prior to and cleaning up after said event.
6. Property Damage: User is responsible for any and all damage and breakage to any property of OBHS, no matter the cause or the entity, or person, doing the damage.
7. Insurance: User shall provide insurance covering the event, for any from contracted services such as a caterer, which must include OBHS, Village of Oak Brook, their Officers, members of the OBHS Board of Directors, trustees of the Village of Oak Brook, employees, and agent as additional insureds. Certificate of insurance including additional insured must be provided to OBHS prior to commencement of the use period.
8. Setup and Cleanup: Chairs and tables provided by the Heritage Center may be used for your event, but renter is responsible for setting up the room, returning everything to its original condition and location, and cleaning up after the event. This includes removing all food and belongings and disposing of trash.
9. Food and Beverage Service: Catering for prepared food assembly and service is allowed by properly licensed and insured catering service. User is responsible for cleanup.
10. Alcoholic Beverages: If alcoholic beverages are to be served, or sold, at the event, User must show that any and all required, valid Village liquor license has been obtained for the event as well as Certificate of dram shop insurance coverage.
11. Promoting and Advertising an Event: All advertising, promotions, and communications regarding an event must state clearly name the organization that is hosting the event and list the event location as the "Oak Brook Heritage Center".
12. Decorations: Decorations or posters may not be nailed, screwed, or taped to walls, ceilings, or any painted surface.
13. Tobacco Smoking and Lighted Candles: Tobacco smoking and the use of lighted candles are not permitted inside the building.
14. Waiver of Breach: A waiver by any party hereto of a breach by another party of any provision of this Agreement shall not be deemed a waiver by such party of any subsequent breach.
15. No Agency: Neither anything contained in this Agreement nor any acts to be performed pursuant to this Agreement shall be deemed or construed to create the relationship of principal and agent, or of partnership, or of joint venture, or of any association between the parties hereto.
16. Force Majeure: OBHS shall not be responsible for delays, failures or omissions under this agreement due to any cause beyond its control, and not due to its own negligence and which cannot be overcome by the exercise of due diligence, including, but not limited to, labor disturbances, riots, fires, earthquakes, floods, storms lightning, epidemics, war, disorders, hostilities, expropriation or confiscation of properties, failure of and delays by carriers, interference by civil or military authorities, whether legal or de

facto, and whether purporting to act under some constitution, judgment or law, or otherwise, acts of God, perils of the air or sea, etc.

17. Headings: The section and paragraph headings contained herein are for the convenience of the parties only and are not intended to define or limit the contents of the sections and paragraphs.

I have read and agree with the Oak Brook Historical Society's Terms and Conditions for use, and fees for the use of the Oak Brook Heritage Center:

User Signature: _____

Date: _____

Oak Brook Historical Society

By: _____

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OAK BROOK HERITAGE CENTER
LIMITED USE AGREEMENT
REQUEST FORM

The OBHS Member user rates are \$50.00 for the first hour and \$25.00 for each hour thereafter. Non-Member rates are \$100.00 for the first hour and \$50.00 for each hour thereafter.

Date Requested for Event: _____

Alternate Date: _____

Time: _____

Equipment needed for event: _____

Number of Attendees (Approximate): _____

Contact Name: _____

Organization: _____

Address: _____

Phone: _____

Email: _____

Type of Event: _____

Is this event open to the public?

Yes No

User Signature: _____

Date: _____