

The Blum House

Part of the Mississippi Valley Library District

414 West Main

Collinsville, IL

Rental Agreement

This agreement for rental of the Blum House is being conducted between

The Mississippi Valley Library District

And:

Renter's Name _____

Address _____

City/State/Zip code _____

Phone Number _____ Alt. Phone Number _____ Email _____

Event Description _____

Date _____ Number of Guests _____

Start Time (Time you will first enter) _____

Ending Time (Time you expect to leave the House) _____

Set-up, decorating, cleaning and tear down must be included in time frame.

Other than the Main floor rental space, Please check all items and areas to be used

- Door Key _____ (only needed if event starts outside of library hours and is picked up 24 hours prior to rental)
- Yard surrounding the House _____
- Television/DVD Player _____
- Wi-Fi _____
- Elevator Lift _____
- 2nd floor (requires special permissions) _____ (staff initials) _____

Will liquor or alcohol be served at your event? _____

*If yes- See Terms and Conditions #3. This must be provided 1 week before the event is to be hosted.

Any Special Needs or Conditions Please Use back of sheet to describe:

Fee for rentals:

* 75.00 per hour with a minimal rental of two (2) hours Monday -Sunday

* \$700.00 for an all-day rental Monday-Sunday (6:00am-12:00am)

* \$25.00 per hour for Non Profit Organizations: during library hours, after hours reverts to \$75.00 per hour

* \$50.00 per hour for Businesses: during library hours, after hours reverts to \$75.00 per hour

Full Payment is due upon the acceptance of this contract to book the House for your time frame.

**Terms and Conditions
For Blum House Rental**

This contract is for a period and specials conditions as defined in this contract.

1. The fee includes eight (8) tables, five (5) rectangular tables, and sixty (60) chairs. If more tables or chairs are needed, an additional fee of \$50 per 25 chairs and \$5 per table will be required. The Renter may commence setup no earlier than the prescribed rental period listed in the above time constraints and must complete their event and have all of their decorations, equipment, etc. removed from the site, tables and chairs stored away and dished cleaned and put away within the same.
2. Should the Library cancel this event after one hundred and twenty (120) hours after its execution, a full refund will be due to the Renter. Should the Renter cancel after one hundred and twenty (120) hours after its execution, the Library will retain ½ of the rental charge.
3. If liquor or alcohol will be served during the event, the renter shall provide to the Library District a Home Owner's Insurance certificate for Events with host liquor and or alcohol liability insurance with a limit of \$500,000 or shall provide a special proof of Insurance for this particular event.
4. Any and all damage to the grounds, facility & furnishings of the Blum House or failure to return door key shall be the responsibility of the Renter to pay for repair or replacement. The Renter accepts the premises in an "as is" condition.
5. Renter shall indemnify, defend and hold the Mississippi Valley Library District harmless from and against any and all damages, losses, claims, judgements, and costs (including attorney's fees), arising from the Renter's use of the grounds and facilities, from Renter's activities on the grounds and facilities, from anything done, permitted or suffered by Renter on the grounds and facilities, or from Renter's failure to observe or perform any agreement or promise under this Agreement. Renter understands and acknowledges the inherent nature of stairs and the nature of walking on and placing folding chairs on the grassy areas and that the grounds are not level surfaces.
6. The Renter has read, understand and acknowledges Exhibit A and B attached to this Agreement and will abide by all of the conditions and have any guests abide by all of the conditions outlined thereof.

This Agreement has been read and accepted by _____
Date _____

Representative of Mississippi Valley Library District _____
Date _____

Key Picked up on (date)_____ By _____ Staff Int. _____

Make checks payable to Mississippi Valley Library District
408 West Main St.
Collinsville, IL 62234

(Amount)_____ has been received for payment of rental. _____(staff initials) _____date)

Exhibit A: Blum House Rental Agreement: General Rules of Significance

- The Blum House shall not be opened before 6:00am and shall be totally vacated and locked by 12:00 (midnight).
- The building shall be a Smoke-free environment.
- There shall be no open flames such as candles used inside or near the House.
- The Renter is not allowed to hang decorations from the walls or ceilings using tacks, nails or any other attachments that may leave holes, residue or damage the walls, ceilings or interior in any way.
- The Renter must return all tables, chairs and furnishings to their original location in the House.
- The Renter must bag and place trash inside the house by the back door
- The Renter must place all used laundry on the kitchen table.
- The premises shall be kept clean and safe as the condition throughout the rental period.
- The Renter shall use in a reasonable manner all electrical, plumbing, heating, ventilating, air-conditioning, and other facilities and appliances including handicapped accessible lift on the premises.
- The Renter or guests shall not deliberately or negligently destroy, deface, damage, impair or remove a part of the premises or knowingly permit any other person to do so.
- The Renter or guests shall not act in a manner or allow others to act in a manner that will disturb a neighbor's peaceful enjoyment of their premises.
- The Renter or guests shall not create or maintain a threat constituting a clear and present danger (clear and present danger includes, but is not limited to, physical assault or the possession of a controlled substance unless obtained pursuant to a valid prescription) to the health and safety of others or knowingly permit any other person on the premises to perform any of the above acts.

Exhibit B

Blum House Rental Agreement: Checklists and Cleanup List

· In the kitchen for the Renter's use: 2 microwaves, 1 refrigerator, 1 dishwasher, an electric stove with attached oven 1 large and 1 small coffee makers.

The list below includes quantity and types of dinnerware that the Renter will be responsible for its care and replacement if broken if used for their event.

60 Dinner Plates	60 Forks
60 Salad Plates (medium)	60 Knives
60 Dessert Plates (small)	50 Spoons
60 Saucers	10 Glass Creamers
60 Cups	10 Glass Sugar Packet Holders
60 Stemmed Glasses	20 Glass Salt/Pepper Shakers

· Located in the house for the renter's use are: 8 Round Tables, 5 Rectangular Tables & 60 Chairs. (White cotton table clothes are available for use for round tables: no tablecloths provided for rectangular tables).

· Other items in the kitchen for renters use (not listed above) are bud vases, pitchers, trays, bowls of various sizes and some serving utensils.

· Cleanup List is as follows and must be completed before the House is closed after the Renter's Event.

_____ Place all trash from inside & outside the house into bags and place inside the back door.

_____ Wash, dry and put away any and all dishes and utensils used

_____ Place all laundry (tablecloths, dish clothes & dish towels) on table in kitchen

_____ Turn off all lights

_____ Close and lock all windows

_____ Put lift in the highest position if used

_____ Close front door and lock deadbolt from inside

_____ Lock door handle on back door and pull shut as you exit.

_____ Return key to library is one was issued

After the house has been inspected and reported all was left in order your rental paperwork will be shredded. If any damage or personal items are found the Blum House manager will contact the person listed on the rental contract within 24 hours.