

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

- 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? _____

Will a fire pit or grill be used at your event? _____

*If yes- See Terms and Conditions #5. 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

1/2 Payment is due upon the acceptance of this contract to book the house for your time frame
remaining balance will be due the week prior to your rental.

Terms and Conditions For Blum House Rental

This contract is for a specified period of time and specials conditions are defined in this contract:

1. The fee includes the use of eight (48") round tables, six (6x3) rectangular tables, sixty chairs and kitchen appliances. If more tables or chairs are needed, an additional fee of \$50 per 25 chairs and \$5 per table will be required (only extra tables available are rectangular).
2. 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.
3. The **Library** will refund the fees in full if the Library initiates the cancellation and a suitable alternative date or time cannot be arranged.
4. If the **Renter** should cancel this event, the Library is to be notified no later than 48 hours prior to the scheduled event for a full refund. The Library will retain half the rental fee for notice given less than 48 hours in advance.
5. If liquor or alcohol will be served during the event, or if the event will have a fire pit or grill in use 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.
6. Any and all damage to the grounds, facility & furnishings of the Blum House shall be the responsibility of the Renter to pay for repair or replacement. The Renter accepts the premises in an "as is" condition. A fee separate from the rental fee may be assessed for cleaning or the actual cost of repairs if it is deemed necessary by the Assistant Director, Circulation Supervisor, Blum House Manager, and/or Executive Director.
7. 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.
8. 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.
9. 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 _____

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 before 12:00am (midnight).
- The building is a Smoke-free environment.
- No open flames such as candles, fire pits or grills are allowed inside or near the House. (See terms and conditions for such exceptions)
- 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 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

- Kitchen appliances for the Renter's use: 2 microwaves, 1 refrigerator, 1 dishwasher, an electric stove with attached oven, 1 large and 1 small coffee pot makers.
- Kitchen also has several serving trays, punch bowl, varied cooking and serving utensils, flower bud vases, and bowls of various sizes.

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. (Plates are off white color)

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

The Renters are responsible for:

- Cleaning off all tables & chairs and returning them to their original location in the House.
- Collecting and disposal of trash accumulated during rental (trash can be placed in blue dumpster behind library)
- Placing all used laundry in basket in back room under coat rack
- Washing, drying and putting away all dishes (if all dishes fit in the dishwasher it needs to be at least loaded and started)
- Sweeping, moping and vacuuming if needed
- Turning off all lights
- Closing and locking all windows
- Putting lift in the highest position if used
- Closing front door and locking deadbolt from inside

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 24hrs.