

PUTNAM COUNTY CONSERVATION DISTRICT
Prairie Event Center Rental Application and Agreement

Large event 76-200 people

4526 E 1000th St. Hennepin, IL 61327

Telephone: 815 882-2319 Email: PC_PrairieEventCenter@outlook.com

(The person renting the space is referred to herein as the "Licensee")

Name of group: _____ Date: _____

Contact person: _____ Email Address: _____

Address: _____ City: _____ Zip: _____

Cell phone: _____ Work Phone: _____

Date and time of event: _____ Type of Event _____

Main event space: **Prairie Event Center** Estimated attendance: _____
Serving Alcohol: _____ Liquor License: yes ☐ No ☐
☐ No Certificate of Insurance: yes ☐ No ☐
☐ Cash Bar Will there be admission fee charged: yes ☐ No ☐
☐ Open Bar

LIABILITY FOR THE SALE, DELIVERY OR CONSUMPTION OF ALCOHOLIC BEVERAGES

BE ADVISED that the PUTNAM COUNTY CONSERVATION DISTRICT ("PCCD") assumes no liability for the sale, delivery, or consumption of any alcoholic beverages that may be sold or delivered on PCCD property. Upon the execution of this Agreement to use the Prairie Event Center, Open Pavilion or Natural Lands Meeting Room where alcoholic beverages will be delivered or sold, the Licensee shall obtain, at its or their sole cost and expense, and provide to the PCCD... liquor liability insurance in the maximum amount provided by law. Said Licensee, agrees to indemnify and hold the PCCD... its officers, employees, and agents, from any action, claim, or suit, including attorneys' fees, which may arise from the sale, delivery, or consumption of any alcoholic beverages.

I HAVE READ AND UNDERSTAND AND AGREE TO THE ABOVE.

Signature _____ Date _____

DESCRIPTION	AMOUNT	AMOUNT DUE After deposit	DATE PAID
Reservation Fee (nonrefundable)	\$50.00		\$ _____
Large event rate 75-100 people	\$500.00	\$450.00	\$ _____

Included with Large event usage package: Tables and chairs for 76-200 people (brown) indoor. 9FT portable bar. Table cloths extra \$150.00 for rental. White or cream. Open pavilion usage \$50.00 extra

Large event usage: Access to building @ 7:00 a.m. day of event for set up and all clean-up must be done by midnight day of event.

PAYMENT IN FULL REQUIRED 1 MONTH PRIOR TO EVENT.

Cleanup any and all garbage, dumpster supplied by District. Wipe down spills on tables, chairs, counters and bar, cleaning rags/ supplies supplied by District. Turn off all lights and locks doors.

COMMENTS: _____

NO RICE AND CONFETTI OF ANY KIND ARE STRICTLY PROHIBITED INSIDE EVENT CENTER. NO TAPE OF ANY KIND, STAPLES, OR NAILS ARE ALLOWED ON THE EVENT CENTER WALLS, FLOORS, FURNISHINGS, OR EQUIPMENT. CHECK WITH PCED STAFF BEFORE ATTACHING ANY DECORATIONS AND ONLY USE APPROVED NON-DAMAGING ADHESIVE PRODUCTS.

The Facility is only open to you during the time frame stated on your contract. Final payment is due 30 days before your event.

I (We) have read, understand and agree to fully abide by the Rules and Regulations attached hereto and made a part hereof:

Date: _____

Signature: _____

Attachment: Ordinance fee schedule

Building access codes given day before event access.
Email PC_PrairieEventCenter@outlook.com or call
815-882-2319 between 8 a.m. and 2p.m.