

PUTNAM COUNTY CONSERVATION DISTRICT  
**Prairie Event Center Rental Application and Agreement**

**Small event up to 75 people**

4526 E 1000<sup>th</sup> St. Hennepin, IL 61327

Telephone: 815 882-2319 Email: [PC\\_PrairieEventCenter@outlook.com](mailto: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)	<b>\$50.00</b>		\$ _____
Small event rate Under 75 people	<b>\$375.00</b>	<b>\$325.00</b>	\$ _____

**Included with small event usage package: Tables and chairs for up to 75 people (brown) indoor. 9FT portable bar. Usage of open pavilion extra \$50.00. Table cloths extra \$150.00 for rental. White or cream.**

**Small event usage: Access to building @ 7:00 a.m. day of event for set up and all clean-up must be done before 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: \_\_\_\_\_

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Attachment: Ordinance fee schedule

Building access codes given day before event access.  
Email [PC\\_PrairieEventCenter@outlook.com](mailto:PC_PrairieEventCenter@outlook.com) or call  
815-882-2319 between 8 a.m. and 2p.m.