

PUTNAM COUNTY CONSERVATION DISTRICT
Prairie Event Center Rental Application and Agreement

Wedding & Reception

Comfortably seats 200, but tables and chairs will accommodate 250

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)	\$300.00		\$ _____
Wedding/Reception rate	\$3,300.00	\$3000.00	\$ _____

Included with wedding/ reception package: Comfortably seats 200 people, but, tables and chairs for up to 250 people (brown) indoor. Table cloths, white or cream. 9FT portable bar. Use of Open Pavilion, Prairie Room, Gazebo, fire pit, 10x10 photo booth stand, 10x10 boxwood photo stand and Outdoor white chairs 240 total

Wedding Package: Access to building @ 7:00 a.m. day before event for set up and all clean-up must be done before noon day after event.
PAYMENT IN FULL REQUIRED 1 MONTH PRIOR TO EVENT.

Cleanup: please wipe up all spills on tables, chairs, countertops and bar.
Dumpster and cleaning supplies provided by the District.

COMMENTS: _____

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

Access codes given 2 days before event
Call 815-882-2319 between 8 a.m. and 2 p.m. or email
PC_PrairieEventCenter@outlook.com