

VILLAGE OF HAWTHORN WOODS POLICIES, RULES AND REGULATIONS FOR RENTALS OF FACILITIES AND PROPERTY

Persons or organizations using facilities of the Village of Hawthorn Woods facilities must:

- Submit a written “Facilities Rental Application” no later than 30 days prior to the function to ensure proper staffing.
- Indemnify and hold harmless the Village of Hawthorn Woods from any claim by any person for an occurrence at the function by completing the attached Letter of Indemnification Agreement.
- All rental fees, including a refundable deposit, must be paid and proof of residency must be provided at time of application.
- Cancellations received more than 30 days prior to the rental date will receive a full refund of rental fees minus the security deposit. Cancellations received less than 30 days prior to the rental date will receive a 80% Village of Hawthorn Woods facility rental credit, minus the security deposit. Cancellations received on the day of the event or after the event are non-refundable.
- If alcohol is being served or sold, renter must provide a Certificate of Insurance with \$1,000,000 in liability coverage, and name the Village of Hawthorn Woods as an additional insured. Please visit www.eventinsurance-kk.com for information on low-cost, one-time insurance coverage.
- No alcoholic beverages may be served 30 minutes before the rental end time.
- Alcoholic beverages are not permitted in any Village park unless associated with gazebo/pavilion rental, or Village sponsored events. Alcoholic beverages must be kept within the boundaries of the rented structure.
- Smoking is not permitted on any Village property.
- Flame candles are not permitted in any Village building.
- Helium balloons are not permitted in the Barn.
- Renters must dispose of trash during clean-up.
- Noise and music must be limited to rental facility/area. Building doors must remain closed.
- Parking must be in accordance with Village Ordinances.
- The Police Department, in accordance with State statutes and Village ordinances, will enforce all laws, including alcohol violations, parking violations, noise violations, and illegal conduct.
- Village facilities must be vacated and buildings will be locked within 30 minutes after rental agreement expires.
- Set-up and clean-up time must be included in the total rental time, and must be completed the same day as the rental. Clean up includes the removal of all trash, decorations, food and debris. Renter will forfeit the full security deposit if any of items are left behind. All floors must be swept after event, or a fee will be deducted from the security deposit.
- Painted markings on any municipal properties including buildings, facilities, streets and infrastructure is strictly prohibited.
- An onsite rental supervisor must be included in rentals outside of normal Village Hall operating hours. Fees will be assessed to the renter accordingly.
- Children in attendance must be supervised by the adult renters at all times, including the restroom areas.
- Any time overages or facility damage associated with rental time will be deducted from security deposit.

