

FRIENDS OF THE CASTLE RENTAL AGREEMENT FOR VILLA KATHRINE

The Board of Directors of the Friends of the Castle welcomes your interest in the Villa Kathrine. This is a unique facility with an outstanding view of the Mississippi River and has been designated a historic site by the National Register of Historic Places, Illinois Register of Historic Places and Local Landmark. It is the intention of the Friends of the Castle Board that public events, functions, or festivals scheduled for the facility should be open to the public. The Villa Kathrine is an ongoing restoration project. All money from events and rentals are dedicated to the maintenance, restoration, operation, and development of the Villa Kathrine for public use.

Thank you for your interest in the Villa Kathrine. The Friends of the Castle is a not-for-profit organization; therefore, any donations are tax deductible and welcome. We hope you have a successful event.

ALL PERSONS RENTING THE VILLA KATHRINE FACILITY MUST COMPLY WITH THE FOLLOWING RULES AND REGULATIONS. THE VILLA KATHRINE IS A HISTORICALLY SIGNIFICANT BUILDING AND MUST BE TREATED WITH CARE AT ALL TIMES.

PLEASE READ THROUGH ALL INFORMATION PROVIDED REGARDING RENTALS

GENERAL RULES

In consideration of the Board of Directors of the Friends of the Castle agreeing to rent to you, you agree to indemnify and hold harmless the Friends of the Castle and the Quincy Park District and their respective Board of Directors, employees and agents from and against any and all liability, loss and expense that you or any of your guests may sustain as a result of claims, demands, costs or judgment arising out of your use of the Villa Kathrine and its grounds.

The renter and participants shall comply with all park ordinances and local, state, and federal laws. Failure to do so shall constitute a breach of this agreement and result in the event being closed by local authorities. The rent and deposit will be retained as liquidated damages for the breach. You must be 18 years old to rent the Villa Kathrine.

Renters and participants must be aware that the Quincy Tourist Information Center located in the Villa Kathrine will remain open to the public during regular hours of operation regardless of events held on the grounds. Regular hours are Monday through Saturday 9:00 A.M.-5:00 P.M. and Sunday 1:00 P.M.-5:00 P.M. March through October and Monday through Saturday 9:00 A.M.-4:00 P.M. and Sunday 1:00 P.M.-4:00 P.M. November through February.

Villa Kathrine personnel will be on the grounds or in the building during a rental.

The Villa Kathrine or Friends of the Castle may not be used in any private advertising.

RENTAL CONTRACTS

A date is not reserved until the following items are submitted by the renter:

Signed Contract. This will hold your date and you will receive a confirmation by mail or email with any payment received and payment due dates.

Deposit Fee: This due at the time of the request of the event reservation. Exception is if reservation is made for the coming year. Then the deposit will be due right after January 1st of the year of the event. We will not take reservations for events more than a year in advance.

Event payment is due in full 90 days before the event.

Certificate of Host Liquor Liability Insurance if applicable must be submitted 30 days before event.

All fees must be paid at least 90 days in advance. Events applied for after 90 days must be paid in full in cash or by credit or debit card.

Checks should be made payable to Friends of the Castle, when full payment is received a signed contract will be sent to the renter.

Cancellations must be made 90 days prior to the event to receive a full refund.

Rental fees will not be returned after the 90-day period only the deposit will be returned.

If an event is canceled due to bad weather or other circumstance it may be rescheduled.

All rentals are subject to approval by the Board of Directors of Friends of the Castle

RENTAL AREAS

FACILITIES INSIDE THE VILLA

The inside of the Villa Kathrine is available for photo sessions only. Events cannot be held inside the Villa Kathrine.

ELEVATOR

There is an outside elevator that will bring people up to the first floor of the Villa which accesses the courtyard area. **Please note that the bathrooms are down a flight of steps and not accessible to the elevator. Handicapped bathrooms are located in the Comfort Station off the parking lot. Open May through October.**

FACILITIES OUTSIDE THE VILLA KATHRINE

Rental of the outside of the Villa Kathrine is available May through October. If you want to have the event during a different month, please be aware that the restroom facilities will be closed.

Outside Electricity is available at the Villa Kathrine we do not furnish extension cords.

Tables and chairs are not available through the Villa.

Garbage removal is the responsibility of the renter. We do not provide trash removal.

Failure to do so will result in the loss of your deposit to pay the trash fee.

The Comfort Station restrooms are located at the east edge of the parking lot and are provided for use during events held on the grounds. They are maintained by the Quincy Park District and are open from 9:00 A.M. to 11:00 P.M. daily. The Comfort Station is locked up when the park closes at 11:00 P.M.

We do not have restrictions on the use of vendors for events.

GROUNDS RENTAL FACILITIES AND REGULATIONS

The grounds and building are available on a first come, first serve basis. Please fill out contract as complete as possible. We realize that there will be changes; however, we need a good idea of what you want to rent.

Music and events must end at 11:00 P.M. when the park closes. Clean-up may continue until midnight, but all renters and guests must be off the Villa Kathrine lot no later than midnight. (See clean-up rules for additional information.)

Parking is limited to the paved areas only. Parking is not allowed on the lawn at any time.

The renter will ensure that vehicles (cars, delivery vehicles) do not drive or park on the grounds but use designated drives and parking areas to avoid damage, ruts etc. to the grounds. The drives must be kept open and unblocked at all times. For large events, a shuttle service may be a good idea.

The Quincy Park District cares for the lawn of the Villa Kathrine. The Friends of the Castle cannot guarantee to its renter such services as snow removal, grass cutting etc. even though they will try to cooperate in every way in such matters. If you have a concern, please make sure to address this in a timely manner so it can be taken care of.

Electricity is available on the grounds. Specific requests for electricity should be made at the time of the reservation. The outside electrical panel must be closed and locked when not in use to prevent water damage.

Large events with bands, tents, fans etc. may need to supply their own generator. Any beverage or ice trucks that must be plugged in overnight or for several days will incur an additional charge for the event.

BUILDING RENTAL FACILITIES AND REGULATIONS

There is no smoking anywhere in the Villa Kathrine or on the porches.

DECORATIONS

Tape or any adhesive is not allowed on any painted surface of the Villa Kathrine.

Please do not use glitter during your event outside on the porches or sidewalks.

No open flames are permitted outside on the porches

Do not use synthetic substances outside on the grounds. If the renter wants to scatter petals on the walkways make sure they are organic. If silk petals or any other substance is used the renter is responsible for cleaning them up following the event.

SET-UP

Delivery of items must be scheduled through the Rental Coordinator or acting party.

Any temporary modifications in outdoor facilities or utilities must be approved by the Board of Directors of the Friends of the Castle. These modifications will be done at the renter's expense and must be removed by 5:00 P.M. of the following workday.

Renters are responsible for the safety of their personal property and any rented items. Friends of the Castle do not provide a security staff. Tents should be removed by the next day of business following the event.

ALCOHOL

Should you wish to serve alcoholic beverages, you must provide Friends of the Castle during the time of your reservation with Host Liquor Liability Insurance paid by the renter and naming Friends of the Castle and the Quincy Park District as additional insured.

The sale of alcoholic beverages is strictly prohibited at all times on the premises of the Villa Kathrine.

Prospective renters should note that the Friends of the Castle Board may refuse to allow alcoholic beverages to be served at all on the premises.

ALCOHOL IS NOT PERMITTED EVEN FOR THE PRIVATE USE OF THE PARTY RENTING THE FACILITIES

IF YOU BRING IN ALCOHOL YOU MUST HAVE THE HOST LIQUOR LIABILITY INSURANCE AND FURNISH A COPY TO FRIENDS OF THE CASTLE BEFORE THE EVENT, OR YOU WILL BE ASKED TO REMOVE THE ALCOHOL.

IF YOU ARE HERE FOR A PHOTO SHOOT, ALCOHOL IS NOT PERMITTED IT MUST STAY OUTSIDE IN THE VEHICLE.

CLEAN-UP

A check list is provided for cleaning up the Villa Kathrine following an event. Please refer to the check list for cleaning up following your event. **Absolutely anything of value should be removed from outside the Villa Kathrine. We do not have a security staff and objects left behind are subject to theft.**

The renter will be responsible for appropriate clean-up of the facility **IMMEDIATELY** following the event to the satisfaction of the Friends of the Castle. Make sure clean-up is considered in your total rental time.

Failure to comply with this item will result in an additional charge equal to the actual cost of clean-up and or trash removal incurred by Friends of the Castle.

DAMAGES

Any damage to the Villa Kathrine building, Comfort Station restrooms, or the grounds resulting from the event is the responsibility of the renter. The renters shall be responsible for any damage done by guests, invitees or persons who attend the renter's event at the Villa Kathrine building or grounds. In the event collection is undertaken for damages to the Villa Kathrine the renter shall be responsible and pay all costs of collection including but not limited to reasonable attorney's fees and expenses.

If no damage or additional expenses has occurred, the deposit fee will be returned to you in 14 days.

Please be aware of the hours you have rented the facilities. Any time over the rental hours will result in additional charges or non-refund of deposit fees to cover the additional costs.

VILLA KATHRINE RENTALS CLEAN-UP CHECK LIST

PLEASE CHECK THE FOLLOWING CONCERNING CLEAN-UP OF THE VILLA KATHRINE.

GROUNDS CLEAN-UP

- ❖ ALL ITEMS OF VALUE REMOVED FROM THE GROUNDS
- ❖ ALL ELECTRICAL CORDS REMOVED FROM GROUNDS
- ❖ ELECTRICAL PANEL CLOSED AND LOCKED
- ❖ ALL TRASH PICKED UP AND REMOVED FROM SITE OR PLACED IN DUMPSTER
DUMPSTERS ARRANGED BY THE RENTER
- ❖ ALL OUTSIDE DECORATIONS AND RENTAL ITEMS REMOVED.
- ❖ ALL SIDEWALKS CLEANED UP OF SYNTHETIC MATERIAL

(If you used silk petals on the lawn or sidewalks these must be cleaned up.)

THANK YOU FOR TAKING CARE OF THE VILLA KATHRINE SO OTHERS MAY ENJOY IT!

Following an inspection of the Villa Kathrine grounds by authorized personnel if no damage is found or additional fees required to cover services your deposit will be returned in 14 business days.

Friends of the Castle Board of Directors

Villa Kathrine Rental Fee Schedule

VILLA GROUNDS USE:	This includes all of the grounds, parking lot and Comfort Station. Outside electricity is available. Access to the grounds only. The building is closed to the event. \$100 Deposit (No alcohol) \$200 Deposit (Alcohol) must provide Host Liquor Liability Insurance \$300 Rental Fee (3-hour total time limit) \$75 for each additional hour This package allows for the wedding party to have 30 minutes inside the Villa for pictures and for entrance to the event from inside the Villa. You may gather no earlier than 30 minutes prior to the ceremony. Wedding Party only
LIMITED INTERIOR USAGE	\$75.00 per hour Limited to photo shoots or in addition to usage packages other than the Express Wedding package
EXPRESS WEDDING	\$100 RENTAL FEE FOR OUTSIDE OF VILLA. FOR FOR ONE HOUR. PARTY COMES IN AND LEAVES IN ONE HOUR THERE IS NO REHEARSAL THE NIGHT BEFORE AND THE TIME LIMIT IS STRICT. ANY SET-UP OR DECORATIONS COME IN AT THE TIME OF THE RENTAL AND GO OUT AT THE END OF THE EVENT. THERE ARE NO EXCEPTIONS TO THE PACKAGE. ANY THING OVER AN HOUR MUST BE RENTED AS THE ABOVE OUTSIDE PACKAGE

Please note that trash removal is the responsibility of the renters or the vendors that are catering the event. Failure to remove garbage will result in the loss of your deposit. Damage and if a clean-up crew is needed you will be charged for any additional fees incurred.



VILLA KATHRINE

EST 1900

APPLICATION TO RENT THE VILLA KATHRINE

Please complete this form and return it with your deposit fee and Host Liquor Liability Insurance (if applicable). This will hold your date. Send to: Friends of the Castle, P.O. Box 732, Quincy, IL. 62306. A confirmation will be sent when this is received by mail or email. Rentals into the next year, deposits are due after January 1st of the year of the rental. No rental reservations will be taken more than a year in advance.

All rental fees are due within 90 days of your requested event. Once complete a signed contract will be sent to you. Payment can be in cash, check, debit, or credit card.

Type of Event: _____ Date of Even _____ Start Time _____ End Time _____

Estimated Attendance: _____ If a wedding list bride and groom _____

Contact Person: _____ E-mail: _____

Current Address _____ City, State. Zip _____

Address following event: _____

(This is so we can return your deposit)

Best Phone Number:() _____ Secondary Phone Number () _____

FACILITY USAGE (PLEASE CHECK ALL THAT APPLY)

Use of Grounds _____ Outside Electricity Needed? _____

Rehearsal if held at the Villa: Date _____ Time _____

Inside Villa Photo Session \$75 per hour. Date requested _____ Beginning Time _____ Ending Time _____

Please include your schedule below:

Set up time _____

Time of Ceremony _____

Clean up time _____

Any special deliveries? _____

I have read the complete Villa Kathrine Rental Agreement and agree to abide by all of it should the Friends of the Castle agree to enter into this rental agreement for the Villa Kathrine. I understand that Friends of the Castle and The Quincy Park District are not responsible for accidents and/or injuries. I will notify the Friends of the Castle 90 days prior to the event of any cancellations or changes. I understand that the rental fee will be forfeited if I fail to do so.

The Rental Agreement is made and executed this _____ day of _____ 20_____ .

Authorized Friend of the Castle Signature

Signature of Responsible Renter

Date _____