



102 E. Wesley Street | Wheaton, IL 60187 | 630-510-4941 | dupagemuseum.com

### Facility Rental Application

Contact Name(s): \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Non-profit EIN #: \_\_\_\_\_

Event Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ ☐ AM ☐ PM End Time of Event: \_\_\_\_\_ ☐ AM ☐ PM

*Clients are permitted 1 hour prior and 30 minutes following the event for set up/clean up. Additional setup time can be scheduled for \$25 per additional half hour.*

Estimated Attendance: \_\_\_\_\_

### Cost and Fees

Rental Rate: _____ x _____ Hours	
Security Deposit	\$250
Outside Vendor Fee	
Optional Amenities <input type="checkbox"/> Additional Set up Time: \$25 per half hour <input type="checkbox"/> Round Tables^: \$10 x _____ # of tables <input type="checkbox"/> High Boy Tables*^: \$5 x _____ # of tables <input type="checkbox"/> Podium^: \$10 <input type="checkbox"/> Projector and Screen^: \$15 <input type="checkbox"/> Sound System^: \$15	
<b>Total</b>	

\* Use of High Boys is contingent on their availability from other Wheaton Park District facilities.

^Sales tax rate of 8% will be added to rental equipment.

## Vendor Information

The Museum and the Wheaton Park District offer a list of preferred vendors for catering and equipment rentals. Outside vendors may be used for an additional fee and must provide a Certificate of Insurance that meets certain requirements (see Term and Condition #12 on page 5 for more details).

Alcohol can only be served at the Museum when a beverage package is purchased through Arrowhead Golf Club 30 days prior to the event. Contact Lauren Zomparelli, Senior Catering Manager, at 630-510-5053 or [lzomparelli@wheatonparks.org](mailto:lzomparelli@wheatonparks.org) for more information.

Please list ALL participating Caterers, Musicians, Event Planners, Equipment Rental Companies, Photographers or any other persons, firms, or entities that you will hire for this event.

### Preferred Vendors

- |   |  |
|---|--|
| <input type="checkbox"/> Caliendos                                | <input type="checkbox"/> Arrowhead Golf Club   |
| <input type="checkbox"/> Sweet Baby Ray's & True Cuisine Catering | <input type="checkbox"/> Ultimate Party Rental |
| <input type="checkbox"/> My Chef Catering                         | <input type="checkbox"/> Novatoo               |

### Additional Vendors

Vendor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Provided: \_\_\_\_\_

All vendors MUST contact the Museum Event Coordinator no later than two weeks prior to the event to. Transportation of supplies is the responsibility of the vendor or renter. Dollies and/or wagons will not be supplied.

Chafing dishes, metal hotboxes and sterno may be used. Open flame candles may not. Any other cooking equipment must be approved by the Museum Event Coordinator.

## Event Layout

Choose one of the following layouts or customize the layout with the Museum Event Coordinator.

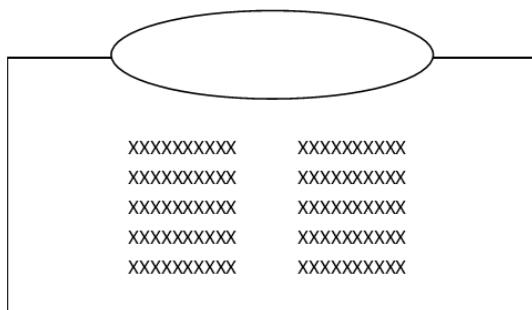
☐ Set-up 1: Theater Style, max 100 guests

☐ Set-up 2: Reception Style, max 80 guest

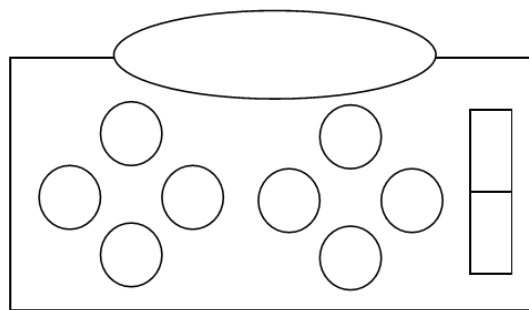
☐ Set-up 3: Classroom Style

☐ Set-up 4: Meeting Style

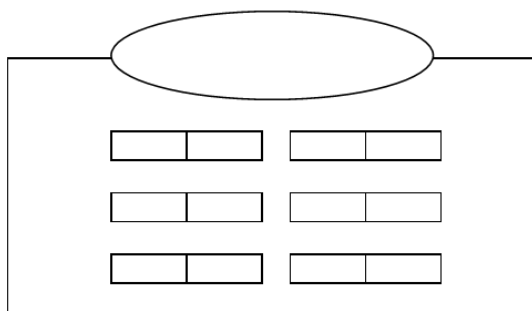
☐ Set-up 5: Custom



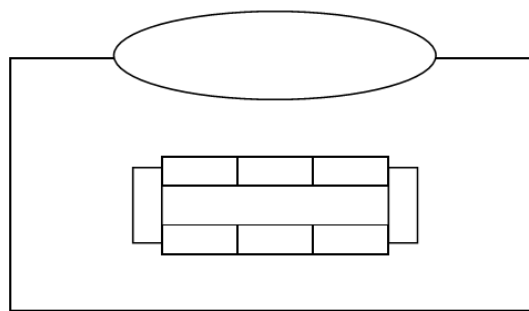
**Set-up 1**



**Set-up 2**



**Set-up 3**



**Set-up 4**

### Description of Set-Up

### Museum Equipment Needed:

# of Chairs: \_\_\_\_ / 100

# of 6 ft Tables: \_\_\_\_ / 7

# of 8 ft Tables: \_\_\_\_ / 10

# of 60" Round Tables\*^: \_\_\_\_ / 10

# of High Boys\*^: \_\_\_\_ / 5

Podium^ ☐

Projector/Screen^ ☐

\* Use of Round Tables and High Boys is contingent on their availability from other Wheaton Park District facilities.

^Sales tax rate of 8% will be added to rental equipment

## EVENT CONTRACT TERMS AND CONDITIONS

This Agreement is between the Wheaton Park District, and \_\_\_\_\_ (Client). For purposes of this Agreement, the DuPage County Historical Museum shall be referred to as "Museum" and the person(s) or organization(s) who rent the facilities (including any and all Caterers, Musicians, Event Planners, Equipment Rental Companies, Photographers, or other vendors hired by the Client) shall be referred to as "Client", both of whom may be referred to collectively herein as the Party or Parties *pursuant to the Facility Rental Application attached hereto.*

### Date Changes

The Client may change the date of the event provided the date of the event is within 12 months of the original date and the Museum is notified in writing of the desired date change at least 60 days prior to the original date scheduled. Only one date change is allowed. All date changes are based upon availability. Client acknowledges that once they cancel a prior date, it may no longer be available.

### Insurance

A certificate of insurance naming the Wheaton Park District as "Additionally Insured" may be required prior to the approval of rental requests. The insurance coverage shall be General Liability Insurance in an amount not less than \$1,000,000.00 or Occurrence and Property Damage Insurance in an amount not less than \$50,000.00. All Certificates of Insurance are subject to approval by the Wheaton Park District. Vendors not on the Museum's preferred vendors list must provide a Certificate of Insurance with this coverage.

### Security Deposit

A security deposit of \$250 is required for ALL events. Security deposits will be refunded within 30 days after the event provided no damage occurred, no excessive clean-up was required, and all policies were followed. Any decision to partially retain or not return the security deposit is at the sole discretion of Museum Staff.

### Payments

**At the time of booking:** The \$250 security deposit and 50% of the assessed total event cost is due.

#### **1 month prior to the event:**

- Client shall provide and receive approval of a general outline of food and beverage plans and a list of all vendors being hired with their names and contact information.
- A tentative room layout must also be submitted.

#### **14 days prior to the event:**

- The remaining balance of the event cost is due. Failure to pay this amount will result in cancellation of the event and the full forfeiture of any monies paid/deposited by Client.
- Client shall provide the total guest count.
- Any required Certificates of Insurance need to be on file with the Museum.
- All vendors must have scheduled specific equipment delivery times, set-up locations, and pickup times with the Museum Event Coordinator.

Events cancelled within 72 hours of the event will be assessed full price.

**Any additional miscellaneous expenses incurred on the night of the event must be paid immediately at time of request before service can be rendered.**

### Day of the Event

Your room will be available 1 hour prior to the event start time for decoration. During this time, Museum staff may be continuing work on setting up the event to start at the appointed time.

Any time used over the scheduled rental time period will be charged to the Client at the full hourly rate (in accordance with event day/time) per hour or part thereof, payment for which shall be due within one week

after the event or the security deposit will be forfeited to cover the additional administration and time accrued.

Rental includes 30 minutes of cleanup time. The facility must be left in the condition that it was found. Charges will be assessed for any excessive clean-up required. The Client must place all trash in provided receptacles.

Events must conclude at 11pm and Client, vendors and all guests must vacate the premises by 11:30pm. Client and vendors may leave equipment and supplies at the Museum but must pick them up no less than one business day after the event.

#### Policies

1. **Open flame candles, sparklers, helium balloons, bubbles, sprinkles, confetti, rice, bird seed, and rose petals are not permitted.**
2. **Decorations and signs must be freestanding. Client is prohibited from the attachment or affixing of any decorations, signs or other materials to interior and exterior walls, windows, doors, cabinets, stage, light fixtures, or other building features.** This includes no attachment or affixing via nailing, drilling, boring, screwing, stapling, bolting, pinning, chaining, tacking, clipping, wiring, velcroing, taping, or the use of adhesive strips.
3. Physical alterations, adjustments, or repairs to the DuPage County Historical Museum property by the Client are prohibited.
4. Food and beverage are permitted only in the Museum's event space.
5. Photography and videography of Museum's exhibits or artifacts is not allowed.
6. The Client agrees to be responsible for any damage done by the Client, his or her guests, members, employees, or other agents under the Client's control. Reimbursement costs for labor and materials to complete the necessary clean up, repair(s), or replacement(s), at the discretion of Museum Staff, shall be charged to the person(s)/organization securing the rental.
7. Alcohol can only be consumed at the Museum if the Client purchases a beverage package through Arrowhead Golf Club 30 days prior to the event. The Client, his or her guests, members, employees, or other agents under the Client's control may not serve or consume their own alcoholic beverages.

#### Indemnity

It is fully understood and agreed by the parties that the Client guarantees to defend, indemnify and hold harmless the Museum and Wheaton Park District, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorney's fees) arising indirectly or directly in connection with or under, as a result of this Agreement.

#### Force Majeure

The Museum will not be held liable for failure to perform the party's obligations if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity or telephone service.

#### Compliance with Laws

Client shall comply with all applicable local, state and federal laws while on Museum property for the event.

**The undersigned hereby acknowledges that he or she has read and understands all the terms and conditions of this Event Contract and shall comply with same.**

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Museum Signature: \_\_\_\_\_ Date: \_\_\_\_\_