

## Bronzeville Community Club House Rental Policy

We are pleased to have you consider renting our facility. Below are current Rules & Regulations effective for events held at our facility. Please contact BCC House directly for detailed answers you may have.

### Rental Rules & Regulations

All events held at BCC House must be conducted in an orderly manner and in full compliance with applicable state, local and federal laws.

**Notice to Not-for-Profit Organizations:** All Not-for-Profit Renters must qualify as a tax-exempt organization under Section 501 (c) (3) or other tax-exempt sections of the Internal Revenue Code and must submit a current copy of their letter of exemption to our office.

**Sale, marketing of goods, gaming:** We welcome the sale or marketing of goods or services by private, corporate or for profit entities. However, gaming or wagering of any sort is strictly prohibited.

**Insurance:** Renter is required to submit proof of (at minimum) one million dollars (\$1,000,000.00) event insurance policy. We are pleased to refer resources in this regard if desired. Certificates of Insurance must also be submitted by the renter's, caterer, vendor(s) and/or vendor's agents, naming the Bronzeville Community Clubhouse and John A. Cook as additionally insured. At a minimum, the Certificate of Insurance must include, but not limited to, general and Dram Liquor liability at a minimum coverage of \$1,000,000; including evidence of automobile liability and workmen's compensation.

**Liability:** Renter is liable for any damages to equipment and/or facilities of the BCC House due to negligence of the renter and/or guests. BCC House does not warrant the use or performance of its equipment.

**Lighting:** Lighting variations inside the facility are limited. Please discuss lighting options with your BCC House Event Coordinator.

**Staff:** An Events Coordinator will work closely with the Renter to ensure on-site event assistance and will be present during event. Renters are required to provide all necessary personnel as needed for events.

**Security Deposit:** A security deposit as indicated in the contract is required upon confirmation of the rental booking and is payable by Bank Cashier's Check or Certified Money Order only. The security deposit will be refunded in whole or in part no more than sixty (60) days after the event, as outlined in the cancellation procedures provided all contractual obligations were met. The security deposit is **non-refundable** if the event is canceled.

**Payment:** Full payment, as indicated in the contract, is due ninety (90) days prior to the event date and may be made by credit card, personal check, cashier's check or money order. All costs associated with an event are strictly Renter's responsibility.

**Cancellation Policy:** All cancellation requests must be submitted in writing. Should cancellation of an event be confirmed ninety (90) days or less prior to event, seventy five percent (75%) of the rental fees are **non-refundable**. Should cancellation of an event be confirmed thirty (30)

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Effective Date: October 2005

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days or less prior to the event, rental fees are **non-refundable**. Date of confirmation is when BCC House receives written notification of the cancellation request. All Security deposits are **non-refundable** if the event is canceled for any reason.

**Event Time Extension:** Extensions of the contracted event time must be submitted in writing and arrangements must be made no less than two weeks prior to the event date and the additional fee paid at that time. Extension of time is allowed on the day of the event if available at 2 hour minimum rate of \$300.

**Event Set-Up/Break Down:** BCC House can provide a limited number of round and rectangular tables and chairs. Any rental needs outside of facility offerings must be ascertained at Renter's additional expense and responsibility. Renter or their assignee is responsible for setup and breakdown of all rented equipment. Any and all equipment, food, flowers, etc. must be removed from the building immediately following the event. BCC House is not responsible or liable for any equipment left at the facility, or its disposal, after the end of the event. Renter must inform BCC House of desired room set-up at least two weeks prior to the event date to ensure fire and electrical codes are met. BCC House Event Coordinator will determine the location of all required fire lanes/exit paths for the event and will revise the event setup, if necessary, to comply with these requirements. Any event setup changes requested on the day of the event must be approved by Event Coordinator and will incur additional fees. Renter's rental period includes time for room set-up and breakdown. Extended setup and break down times are available for an additional fee. BCC House staff will setup and break down all facility-owned equipment.

**Event Hours/Fees:** As BCC House provides an intimate setting for your event, rental fees and hours are determined based upon availability and Renter's needs. Additional hours may be available for an additional fee.

**Event Restrooms:** BCC House maintains limited lavatory facilities, additional facilities may be ascertained through BCC House at Renter's expense.

**Deliveries/Storage:** BCC House Event Coordinator must be notified in writing, including date and time of deliveries, one week in advance of all deliveries to facility, including but not limited to equipment, food, flowers, etc. for approval. Vendor information not provided may result in those vendors being denied building access. The caterer is responsible for providing all carts needed to move equipment to and from the event site. Some deliveries *may* be allowed no more than two (2) days prior to event date based upon storage and availability. BCC House does not accept responsibility for any deliveries, storage or handling outside of contracted event date.

**Caterer:** Renter is responsible for selection and use of a caterer and liable for ensuring the proposed caterer submits proof of catering license issued by the City of Chicago, liquor license issued by the City of Chicago, training certificates for safe food handling and serving alcohol, general and Dram liquor liability insurance and any other information as required by the City of Chicago for catered events. This information is required *before* the Renter submits a deposit to caterer. Failure by the Renter/caterer to submit appropriate documentation may result in Renter's deposit to the caterer being forfeited if caterer is not approved. BCC House assumes no responsibility and/or liability for monies forfeited by Renter resulting from failure to submit necessary documentation and to obtaining prior approval of the caterer. All events held at BCC House must be catered by a caterer licensed by the City of Chicago. Restaurants not holding a catering license, outside service agencies, or wait staff companies are not allowed to cater or

staff events at BCC House except and unless a licensed caterer is hired by the Renter to coordinate and oversee the event. The caterer is responsible for providing all personnel, material, and equipment for the event. The caterer is also responsible for (1) set-up and break-down of rental equipment and the kitchen prep area; the caterer is responsible for ensuring that wait staff does not rinse or wash plates, utensils and other equipment on the premises, (2) maintaining event space including but not limited to, quickly cleaning up any food or drink spills during event, (3) clearing away equipment and (4) cleaning all prep areas. The use of butane or propane burners and stoves, electric ovens are permitted with prior approval. The caterer must be present to accept any deliveries that the Renter has arranged, including but not limited to donated or privately purchased alcohol or other beverages.

**Decorations:** All decorations including candles, fog machines and the like must be submitted in writing and pre-approved by a BCC House Event Coordinator two weeks prior to event.

**Printed Material:** BCC House Event Coordinator must approve invitations, printed material, and any information to be posted on the Internet related to an event prior to being printed or distributed by the client. Adequate time should be allowed for this approval process. BCC House at its discretion may request that the client revise or reprint any material not approved at the Renter's expense.

**Parking:** Adequate street parking is available for evening and weekend events. Renter is responsible for making any valet parking arrangements and must notify BCC House that such arrangements have been made two weeks prior to the event date.

**Coat Check:** BCC House provides limited coat check coat racks or hangers which can be rented at a nominal fee. BCC House accepts no responsibility for the safe keeping of any items checked regardless of value.

**Entrance:** The event entrance is located on Giles. The back exit is unlocked during events per City of Chicago Ordinance. A back patio may be utilized for event purposes at an additional charge and must be requested two weeks prior to the event. Patio area requires tenting and heating during the cooler months at Renter's expense.

**Security:** BCC House may provide plain clothes off-duty Chicago Police Officers at its discretion and Renter's expense—and prior approval when possible. Coverage level is contingent upon size of the event and hours.

**Smoking:** BCC House is a smoke-free facility. Renter is responsible for informing guests of the No Smoking policy. Failure of the Renter, guests, or caterer to enforce this policy will result in an immediate forfeiture of the Renter's security deposit.

**Wedding Ceremony:** Bridal dressing areas may be available with advance notice and contingent upon space/location of ceremony and reception. Rehearsal time/space should be confirmed at the time of ceremony rental as it is not automatically included in ceremony/reception packages.

**Entertainment/Music:** All entertainment, including music, must end by two o'clock (2) a.m. Renter is responsible for ensuring that Music Vendor is aware of the end time and the limited electrical power available in the space rented for the event. Music Vendor must provide any necessary extension cords and cables, and all extension cords and cables must be taped down

with non-residue tape to the satisfaction of the Event Coordinator. The use of Duct tape is **not** permitted.

**Bars:** All bars must close thirty (30) minutes prior to the end of the event. Self-service bars are strictly prohibited; however Cash bars and the sales of drink tickets are acceptable. Renter is responsible to ensure no alcoholic beverages are purchased or consumed by minors. Any guests found to be under age and in possession/consumption of an alcoholic beverage will result in the immediate termination of event and forfeiture of all rental fees and security deposits.

**Event Hours:** All events must end by 2:00 a.m. with no exceptions.

I hereby acknowledge that I have read and agree to follow BCC House Rental Rules and Regulations in consideration of my event held therein.

_____	_____	_____
Renter's Printed Name	Signature	Date
_____	_____	_____
BCC House Representative's Printed Name	Signature	Date