

BLOOMINGDALE  
PARK DISTRICT  
M U S E U M  
RENTAL APPLICATION FORM

Today's Date: \_\_\_\_\_

Renter's Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Requested Rental Date: \_\_\_\_\_ Requested Gallery:  Gallery I (kitchenette)  Gallery II

Requested Rental Starting & Ending Times (please include set-up and take-down time):  
\_\_\_\_\_

Organization's Name (if applicable): \_\_\_\_\_

Approximate Number of Participants: \_\_\_\_\_ Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_

Type of Function and type of Activities Planned:  
\_\_\_\_\_  
\_\_\_\_\_

Will Alcohol be served? \_\_\_\_\_ If yes, please read and sign Addendum "A"

Event Catered?  Yes  No

If yes, caterer must submit a certificate of liability insurance 10 days prior to rental, listing Bloomingdale Park District as the additional party insured.

**Agreement:**

I have read and understand the facility rental stipulations and agree that our group will follow them. I will inform and explain the stipulations to all guests and participants. I also understand the Bloomingdale Park District and it's employees will be held harmless for claims resulting from our use.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PAYMENTS:** (For Office Use Only):

Total Hours Requested \_\_\_\_\_ X Hourly Rate \$ \_\_\_\_\_ Total Amount of Rental \$ \_\_\_\_\_

Security Deposit **\$250.00** Total amount paid \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Initials \_\_\_\_\_

Check # \_\_\_\_\_ Visa/Master Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

# **Bloomingtondale Park District Museum & Gallery**

## **Rental Information & Rates**

The Bloomingtondale Park District Museum

108 South Bloomingtondale Road

Museum Phone: 630-539-3096 Park District Phone: 630-529-3650

### **About The Museum:**

Housed in the oldest building in Bloomingtondale, the Park District Museum is the location of a variety of fine art exhibitions, displays and events. Recently, the museum has gone through an extensive renovation and expansion, including a complete restoration of the original 1849 structure. The museum now includes a second gallery for displays and rentals, a kitchenette, new washroom facilities, and office space. The museum galleries are available at certain times for small parties, business meetings, seminars, workshops and lectures to any not-for-profit, private or business groups.

The museum is located adjacent to the picturesque Old Town Park, which contains a pavilion available for rent for weddings or other gatherings. Please note: exhibitions in the galleries change on a regular basis and availability of galleries is subject to exhibition schedules and park district programs. This rental agreement is for the exclusive use of the contracted room *only*. Public access will be maintained for any galleries containing an exhibition that are *not* covered in the rental agreement, as well as the washroom facilities.

### **Gallery Capacities & Sizes:**

#### ***Gallery I size:***

Kitchenette available

682 square feet (31 x 22)

*Maximum Seating Capacity: 50*

#### ***Gallery II size:***

837 square feet (31 x 27)

*Maximum Seating Capacity: 50*

### **Inquiries:**

All rental inquiries for the Bloomingtondale Park District Museum must be made through the Bloomingtondale Park District at (630) 529-3650. Application forms can be picked up at the Bloomingtondale Park District at 172 South Circle Avenue. Open dates are considered reserved only with a deposit.

### **Rental Period:**

The Museum may be rented after Museum hours on Saturday and Sundays; exhibit schedule takes precedence over any rental requests. Additional hours are available, but limited. Rentals should end no later than 10:00 PM on weekdays and 11:00 pm on weekends.

### **Rental Rates:**

Security Deposit: **\$250.00**

Resident: **\$75.00** for 1<sup>st</sup> hour, then **\$50.00** per hour each hour thereafter.

Non-Resident: **\$100.00** for 1<sup>st</sup> hour, then **\$75.00** per hour each hour thereafter.

### **Security Deposits:**

A security deposit must accompany all rental application forms. The deposit is a separate fee from the rental charges and is returned in full after a successful rental. If any damage or excessive clean up is required, the cost of this will be deducted from the deposit. The deposit fee for all rentals is \$250 per room and can be made in the form of a check or credit card. Security deposits will be returned within 14 days of the rental.

Dear Renters:

Please take a minute to read through the following policies for both your benefit and ours. A clear understanding of our policies will insure a smooth and enjoyable experience for you. If you have any questions, please do not hesitate to give us a call. A copy of these policies is listed on the back of the rental agreement.

*Thank You*

**Smoking:**

- The Bloomingdale Park District Museum is a smoke-free facility. Smoking is not permitted at any time in any section of the building. Absolutely no smoking (cigars included) is allowed anywhere within the Bloomingdale Park District Museum.

**Room Set-up:**

- Park District staff will set up and take down all tables and chairs. Clean up of tables, chairs, kitchen, and floor is the responsibility of the renter.
- The museum must be left in the same condition as found.
- No decorations may be taped, tacked, or attached in any manner to any wall, door, window, or light fixture in the room.

**Rates & General Policies:**

- Rates and policies are subject to change.
- The Bloomingdale Park District reserves the right to reject any rental it feels is not appropriate.
- Renters and their guests are expected to act in an orderly fashion and are financially responsible for any damage occurring to the building, grounds or equipment.
- All rentals will include a Park District Supervisor, who is empowered to restrict the group's misuse of the facility and protect Park District property. Supervisors will do everything they can to ensure that the rental is as stress-free as possible.
- The park district reserves the right to cancel or block out dates of available rentals for any and all Park District programs or sponsored activities. Any cancellations due to the park district will result in the renter receiving all fees and deposits back in full.
- All rentals will be processed on a first-come, first-served basis. Reservations for rental dates will be taken no longer than one year in advance.

**Accidents:**

- The Bloomingdale Park District provides no health or accident insurance for groups, or individuals using its facilities.

**Food & Drink:**

- All food and drink must be kept in the room you are renting. Participants may not carry food or drink throughout the building

**Usage:**

- The building, facilities, or equipment in the Museum shall not be used by any person or cooperation for profit or gain.
- The Bloomingdale Park District is the sole owner and operator of the Bloomingdale Park District Museum. No third party may rent or represent the rental opportunities or collect any fees for the use of the museum.