

Village of Algonquin

Historic Village Hall Reservation Policies and Application

2 South Main Street • Algonquin, IL 60102

Telephone (847)658-2700 • Fax (847)658-4564 • www.algonquin.org

The Village of Algonquin is pleased to offer our Historic Village Hall (HVH) facility as a reservation site for your group. The facility, located in the heart of historic downtown Algonquin, offers a quaint place for your group to meet. HVH is available to all nonprofit, civic, community, educational, cultural groups, and Algonquin Residents throughout the year. Please carefully review the following packet of information regarding the policies for reserving HVH.

HVH is available for reservation Monday - Sunday from 8am - 10pm. Applicants may also reserve the facility on holidays, but there will be an additional \$100 deposit for holiday reservations.

Floor	Amenities	Seating Capacity
First	12 Banquet Tables, 30 Chairs, Kitchen, 2 Microwaves, and Full Size Refrigerator	50 People
Second	1 Executive Table, 8 Executive Chairs, 3 Banquet Tables, and 20 Chairs	30 People

GENERAL INFORMATION FOR RESERVATION OF HISTORIC VILLAGE HALL

All Village of Algonquin activities and meetings take precedence to any reservations at HVH facility. All Algonquin based organizations and senior citizens groups shall be given preference if the Village receives multiple requests simultaneously. Failure to comply with the general guidelines for reservation of HVH and/or misuse of the facility will result in forfeiture of any payments and/or deposits made.

- The Village of Algonquin (VOA) reserves the right to:
 - Approve or deny any request submitted for temporary facility reservation.
 - Cancel or to move facility reservation to another Village facility due to other VOA scheduled activities.
 - Revoke any request previously granted, IF at any time it is determined that the request contained any misrepresentation or false statement, or that any condition set forth in the policies governing the requests is not being complied with, or that the safety of the participant in the activities of the applicant or their patrons of or visitors to the facility is endangered by the continuation of such activity.
 - Deny application to prior applicants who have made prior damage to the facility.
- The Village of Algonquin is the sole owner of HVH. No other person and/or organization may use the Historic Village Hall as their headquarters/central meeting location and/or mailing address.
- Applications will not be accepted more than six (6) months in advance and no less than seven (7) days in advance. Exceptions may be made for special circumstances with the approval of the Village Manager and/or their designee.
- Applicant is responsible for providing their own first aid kit and cell phone throughout the duration of reservation. A phone is not available at the Historic Village Hall.
- Applicant is responsible to see that all activities are properly controlled and supervised.
- Adequate adult chaperones must be provided if there are group members less than 18 years of age at HVH.
- Liquor cannot be possessed and/or consumed in HVH.
- Smoking is prohibited inside of and within 15 feet of the entrance to HVH.
- **The use of any adhesive material and/or staples on the walls, floors, doors, mirrors, and/or windows is strictly prohibited. Instead, the use of table decorations and balloons are encouraged.**
- Approval for the sale of concessions and/or merchandise must be requested in writing and attached to this application. The Village reserves the right to request a financial report showing these sales.

RESERVATION DEPOSIT, FEES & INSURANCE REQUIREMENTS

- Reservation of the Village of Algonquin's HVH requires:
 - A completed, signed Reservation Contract.
 - A facility damage deposit of \$125, and if applicable, an additional \$100 holiday reservation deposit.
 - All applicable reservation fees. (Fee schedule is listed below)
 - A valid Certificate of Insurance naming the Village of Algonquin, 2 South Main Street as an additional insured. Please see section on Insurance Requirements.
- Payment of reservation fees and damage and/or holiday deposit(s) must be made in two (2) separate checks (one check will be for reservation fees and the second check will be for damage and/or holiday deposits).
- Full reservation fees and deposit are due at the time of application.
- Checks should be made payable to the Village of Algonquin.

DEPOSIT(S)

- The person(s) and/or group reserving HVH is/are responsible for covering all repair expenses for damage to the facility caused during specified reservation time.
- Any fee charged for attending an event shall be solely for the purpose of defraying reservation costs and not as a for profit venture.
- If upon arrival, the facility is not found within satisfactory conditions, please immediately call (847) 658-2700 and leave a message detailing the conditions of the facility and/or equipment on the general delivery mailbox.
- Deposits will be shredded after the facility is found in satisfactory condition. If you would prefer your deposit to be mailed to you, please indicate so on your application.
- Agencies who rent multiple times per year may have different requirements for deposit. Please contact the Village for further information.
- **The use of any adhesive material and/or staples on the walls, floors, doors, mirrors, and/or windows is strictly prohibited. Instead, the use of table decorations and balloons are encouraged.**
- **The following items are to be found in satisfactory condition for the Facility Damage Deposit to be returned/shredded:**
 - Interior lights are shut off upon the conclusion of reservation.
 - Any and all garbage/debris is removed by applicant at the conclusion of their event. Dumpsters are located in the parking lot behind the facility.
 - The facility must be free of markings and/or damage including, but not limited to the walls, floors, doors, mirrors, and/or windows. This includes tape, staples, and/or any other adhesive materials. Cleaning supplies are available under the sink in the kitchen area on the first floor.
 - All tables and chairs are to be wiped down and returned to the designated storage areas in the front entrance of the facility.
 - The key fob must be immediately returned after reservation is complete to the drop box at Village Hall on Harnish Drive. Any approved applicant who does not return the key fob on time or at all, will have a penalty fee of \$25 deducted from the deposit.

RESERVATION FEES

Reservations are a minimum of 2 hours.		
Category Description	Weekday Reservation Fee	Weekend Reservation Fee
Category 1: Algonquin Residents	\$15/hour	\$30/hour
Category 2: Algonquin Non-Profit & Homeowners Associations	\$8/hour	\$16/hour
Category 3: Algonquin Businesses & Organizations	\$25/hour	\$50/hour
Category 4: Non-Algonquin Residents	\$30/hour	\$60/hour
Category 5: Non-Algonquin Non-Profit & Homeowners Associations	\$16/hour	\$32/hour
Category 6: Non-Algonquin Businesses & Organizations	\$50/hour	\$100/hour

- Reservations must be made with a minimum of two hours.
- The Village of Algonquin reserves the right to request proof of residency and/or non-profit status.
- Refunds for cancellations will not be issued. If you need to cancel and wish to reschedule your reservation, notice of cancellation must be written and/or requested by email at least seven (7) days prior to the scheduled reservation. All reservations requesting rescheduling may only be rescheduled within six (6) months of the original event date. A new Certificate of Insurance with the correct date will be required with any rescheduled reservations.

- In the event of extreme weather, you may reschedule your reservation. Please contact the Village Hall within 24 hours of your reservation to reschedule.

INSURANCE REQUIREMENTS

- Users must provide the following insurance with application. Failure to do so prior to use will result in **REVOCATION OF YOUR PERMIT**. The Village of Algonquin requires a current Certificate of Insurance naming the Village of Algonquin, 2 S. Main Street, Algonquin, IL 60102 as an additional insured for the event day.
- A valid Certificate of Insurance naming the Village of Algonquin, 2 South Main Street as an additional insured must be included with completed application.
- The Village of Algonquin will not be liable for any claims for injury or damages resulting from or arising out of the use of the Village of Algonquin’s HVH or premises adjacent thereto. The applicant agrees to indemnify the Village and hold it harmless against any and all such claims, damages, losses, and expenses.
- As such, all applicants are required to carry insurance against such claims and furnish the Village with a Certificate of Insurance naming the Village of Algonquin, 2 South Main Street, Algonquin, IL 60102 as an additional insured. The policy naming the Village of Algonquin as an additional insured shall:

- **Category 1 & 4 Users**

- The user hereby agrees to effectuate the naming of the Village of Algonquin as an unrestricted additional insured on the user's Homeowners Insurance policy.
- The user hereby agrees to carry a minimum of liability of \$100,000 limit of liability on the said policy.

- **Category 2, 3, 5 & 6 Users:**

- The user hereby agrees to effectuate the naming of the Village of Algonquin as an unrestricted additional insured on the user's policy.
- The policy naming the Village of Algonquin as an additional insured shall:
 - be an insurance policy from an A.M. Best rated "secured" NYS licensed insurer; contain a 30-day notice of cancellation;
 - state that the organization's coverage shall be primary coverage for the Village of Algonquin, its Board, employees and volunteers; and
 - additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
- The user agrees to indemnify the Village of Algonquin for any applicable deductibles.
- Enclose a copy of the endorsement providing additional insured status.
- Required Insurance:
 - Commercial General Liability Insurance
 - \$1,000,000 per occurrence/\$2,000,000 aggregate.
- User acknowledges that failure to obtain such insurance on behalf of the Village of Algonquin constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Village of Algonquin. The user is to provide the Village of Algonquin with a certificate of insurance, evidencing the above requirements have been met. The failure of the Village of Algonquin to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the Village of Algonquin.

EMERGENCY CONTACT DURING RESERVATION

In the event that an emergency arises during your reservation, please use the following contacts for assistance.

Medical/Building Emergencies: 9-1-1

Non-Life Threatening Emergencies or Facility Emergencies:

Business Hours: (847) 658-2700
 Non-Business Hours: (847) 658-4531

RESERVATION APPROVAL PROCESS

- A reservation application request is complete and final once it is approved and signed by the Village Manager and/or their designee. Approved applicants will be contacted by Village Staff via telephone.
- Pick-up of approved application and electronic key fob must be done in-person during regular Village Hall business hours on the day of reservation, with the exception of weekend and holiday rentals. Weekend and holiday reservations will need to pick up key fobs the business day prior to reservation. (Monday-Friday, 8am-5pm. Please note the Village is closed on most holidays).
- A key fob will be given to you for opening up the facility during your reservation. All doors lock behind you once admitted. Please use the on-site door stops to keep the facility open for your guests. You will need to return your fob to the Village Hall Drop Box immediately upon the conclusion of your reservation. The drop box is located in the circular driveway in the front of the Village Hall on Harnish Drive. The box is silver. Any approved applicant who does not return the key fob on time or at all, will have a penalty fee of \$25 deducted from the deposit.
- Keep your approved application with you at all times during your reservation.
- Staff is not accessible after hours, holidays, and/or weekends for obtaining misplaced/lost applications and/or fobs.
- Access to the facility is only allocated to the times specified on your reservation application. Please be sure to include ample time for set-up and clean-up.

FIRST FLOOR PHOTO



VILLAGE OF ALGONQUIN HISTORIC VILLAGE HALL FACILITY RESERVATION APPLICATION

Please submit your completed and signed application with your two checks (reservation fee & deposit) to:

Village of Algonquin 2200 Harnish Drive, Algonquin, Illinois 60102

Contact and/or Organization Information:		
Last Name:	First Name:	
Organization Name (if applicable):		
Street Address:	City, State:	Zip Code:
Daytime Phone:	Evening Phone:	Cellular Phone:

Insurance Information:		
Insurance Carrier Name:		
Insurance Carrier Policy Number:	City, State:	Zip Code:
Insurance Carrier Contact Person:	Insurance Carrier Telephone:	Insurance Carrier Fax Number:

Reservation Information:	
Intended Use:	Date(s) of Use:
Time of Use (Please be specific, including setup and cleanup time):	Number of People Attending:
Floor Requesting (please check appropriate box): <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Both	
If reserving the Second Floor, does anyone in your group require use of the elevator? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Reservation Fee(s):					
Total Hours for Reservation (minimum 2 hours)	X	Hourly Fee (see page 2 for fees)	X	Number of Floors	= Total
	X		X		=
Damage Deposit					+ \$125.00
Holiday Deposit					+ \$100.00 or N/A
Total Fee:					=
I would prefer my deposit to be mailed back to me after my reservation is completed: <input type="checkbox"/> Yes <input type="checkbox"/> No					

Hold Harmless:	
The named, person(s), group, or organization agrees to the following:	
To the fullest permitted by law, the _____ <i>(name of person or organization)</i>	
Shall indemnify and hold harmless the Village of Algonquin, its agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the utilization of municipal property, provided that such claims, damages, losses or expenses are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from, to the extent caused in all or in part by negligent acts or omissions of _____, <i>(name of person or organization)</i>	
or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless whether or not such claims, damages, losses or expenses are caused in part by a party indemnified here under. Such obligations shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist to a party or person described in this paragraph. The _____ <i>(name of person or organization)</i>	
here below acknowledges and accepts this indemnification agreement and does agree to have the proper "Additional Insured" endorsements executed to its liability policy.	
The below acknowledges they have read, understand and accept all policies regarding the use of the facility, use and return of the facility key, as well as any facility damage and/or replacement or penalty fees.	
Signature:	Date:

Office Use Only:			
	Application Completed and Signed	Certificate of Insurance Attached	Fee Enclosed & Amount:
	Deposit Fee Paid	Reservation Entered into Outlook	Approved By:

Additional Notes: