

# VILLAGE OF HAWTHORN WOODS POLICIES, RULES AND REGULATIONS FOR RENTALS OF FACILITIES AND PROPERTY

Persons or organizations using facilities or property of the Village of Hawthorn Woods facilities must:

- Submit a written “Facilities Rental Application” a minimum of 30 days prior to the event date to ensure proper staffing.
- Indemnify and hold harmless the Village of Hawthorn Woods from any claim by any person for an occurrence at the function by completing the attached Letter of Indemnification Agreement.
- All rental fees, including a refundable deposit, must be paid and proof of residency must be provided at time of application.
- Cancellation Policies:
  - Barn and Community Room: Cancellations received more than 30 days prior to the rental date will receive a full refund of rental fees minus the security deposit. Renters have two options for cancellations received less than 30 days prior to the rental date: (1) renter will forfeit the security deposit, and renter will receive a 80% refund of remaining rental fees as a Village of Hawthorn Woods facility rental credit; or (2) the renter will forfeit the security deposit, and renter will receive a 50% refund of remaining rental fees. Cancellations received 48 hours or less prior to the event date are non-refundable.
  - Park Pavilion and Gazebo Rentals: Rentals are final and are not refundable if canceled by renter. Renter may transfer their rental date and time at no additional charge if canceling a minimum of 48 hours in advance. Transfer is subject to availability.
- A group, individual, or organization may book up to two (2) dates per month, with a maximum of 24 booking dates within a calendar year.
- Priority for rental space usage is given to Village administrative functions, Village held community programs, Village held community events, and Village residents.
- If alcohol is being served or sold, renter must provide a Certificate of Insurance with \$1,000,000 in liability coverage, and name the Village of Hawthorn Woods as an additional insured. The Village must receive a copy of the insurance coverage certificate prior to the rental date. The certificate of insurance can be obtained through your normal insurance provider or you may visit [www.eventinsurance-kk.com](http://www.eventinsurance-kk.com) for information on one-time insurance coverage.
- If alcohol is being sold, renter must secure appropriate state and local liquor licenses, and provide a copy of licenses to the Village prior to the rental date.
- No alcoholic beverages may be served 30 minutes before the rental end time.
- Alcoholic beverages are not permitted in any Village park unless associated with gazebo/pavilion rental, or Village sponsored events. Alcoholic beverages must be kept within the boundaries of the rented structure.
- Smoking is not permitted on any Village property.
- Flame candles are not permitted in any Village building.
- Helium balloons are not permitted in any Village building.
- Decoration plans and setups must be submitted 1 week prior to rental. Nails and adhesives are not permitted in any Village building. All decorations must be removed during clean up.
- Renters are responsible for their own setup and clean up. Renter must dispose of trash during clean-up.
- Noise and music must be limited to rental facility/area. Building doors must remain closed.
- Parking must be in accordance with Village Ordinances.
- The Police Department, in accordance with State statutes and Village ordinances, will enforce all laws, including alcohol violations, parking violations, noise violations, and illegal conduct.
- Rental facility or area must be vacated within 30 minutes after the rental agreement expires.
- Set-up and clean-up time must be included in the total rental time, and must be completed the same day as the rental. Clean up includes the removal of all trash, decorations, food and debris. Renter will forfeit the full security deposit if any of items are left behind. Debris must be picked up and all floors must be swept after event, or a fee will be deducted from the security deposit.
- Painted markings on any municipal properties including buildings, facilities, streets and infrastructure is strictly prohibited.
- An onsite rental supervisor must be included in rentals outside of normal Village Hall operating hours. Fees will be assessed to the renter accordingly.
- Children in attendance must be supervised by the adult renters at all times, including the restroom areas.
- Any time overages or facility damage associated with rental time will be deducted from security deposit (if applicable) or charged to the renter post-event. Time overage charges will be assessed to the nearest 30-minutes and will be charged at 2x the hourly rate.
- The Village of Hawthorn Woods will make every attempt to provide meeting space for Homeowner Associations (HOAs) within the village limits of Hawthorn Woods; this includes times outside standard rental hours. HOAs must book 30 days in advance, and pay a fee of \$25.00 per hour with a 2-hour minimum.

