



McCord Gallery & Cultural Center ("McCord")
9602 W. Creek Road
Palos Park, IL 60464
708-671-0648

Facility Rental Form

(Duplicate executed originals must be submitted to
McCord 14 days in advance of event)

Name of Individual/Organization: _____ ("Renter")

Day/Date/s Requested: _____

Scheduled Time of Event: _____ Purpose: _____
(Set up and take down time must be included)

Anticipated Attendance: _____ Additional Activities/Vendors: _____

Facility Hourly Rental Fee Rates: (Three (3) hour minimum on all rentals)

- 1. McCord House: \$100.00 Palos Park resident / \$125.00 non-resident
2. McCord House Addition: \$125.00 Palos Park resident / \$150.00 non-resident
3. McCord House and Addition: \$225.00 Palos Park resident / \$250.00 non-resident

Hours _____ \$ _____
Security Deposit: \$150.00 _____

TOTAL RENTAL FEE: (due 7 days before event) \$ _____

- 1. The \$150 Security Deposit is in addition to the rental fees, it will be refunded as long as there is no damage to McCord House.
2. Cancellation of this rental less than 7 days before the event will result in a forfeiture of the Security Deposit.
3. Smoking is NOT permitted at any time in or around the McCord House.
4. Renter is responsible for cleanup, which includes garbage removal and general clean-up.
5. Will alcohol be served Yes _____ or No _____ Liquor Liability Insurance, in form satisfactory to McCord, is required for any event where alcohol is served. Serving Liquor to minors is prohibited.
6. Liability insurance policies, in form acceptable to McCord, from outside vendors is required, e.g. DJ, entertainers, caterers etc.

The McCord Gallery & Cultural Center Rental Terms and Conditions (copy attached hereto) have been reviewed by Renter. Your signature on this Facility Rental Form verifies you have read and agreed to all rental terms and conditions.

HOLD HARMLESS PROVISIONS:

The undersigned, do hereby agree to hold harmless, defend and indemnify the Village of Palos Park and McCord Gallery & Cultural Center, their officials, employees and agents, in whole or part, with respect to any and all claims, and expense incurred for property damage, bodily injury, or wrongful death arising in connection with the use by such license of the facilities of said Village of Palos Park. The undersigned fully understands that this release not only covers bodily injuries, but also covers a full release of all doctors and hospital bills. If required by the Village of Palos Park and/or McCord, the undersigned shall obtain general/commercial liability insurance in a form and with a company acceptable to the Village of Palos Park and/or McCord. The undersigned further agrees to assume personal responsibility for proper use of the above named facilities.

Signature(s): _____ Date: _____

Signature(s): _____

Print Name(s): _____ Organization: _____

Print Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone Number: _____ E-Mail: _____

McCord Office Use Only

Approved by: _____ Date: _____

Deposit: _____ Received Date: _____

Fee: _____ Paid: Cash/Check/Charge _____

Check # & Amount _____

Credit Card _____

If required, general/commercial/liquor liability insurance: Yes _____ No _____

McCord Gallery & Cultural Center
Rental Terms and Conditions
McCord House Rental

1. The McCord House can accommodate up to 100 people for an event.
2. The minimum rental is 3 hours at \$100 per hour.
3. One hour for set-up and 30 minutes for clean-up are included in addition to the 3 hour minimum at no charge.
4. A \$150 refundable Security Deposit is required to secure a rental date. The Security Deposit is refundable, provided all clean-up requirements (garbage removal and general clean-up) are met and no damage is done to the facility, in the sole discretion of McCord. Nothing shall be hung or attached to walls or ceilings. The use of candles or other open flame is strictly prohibited.
5. Cancellation less than 7 days before the event date will result in a forfeiture of the Security Deposit.
6. Full payment of all rental fees must be made 7 days prior to rental.
7. Alcohol may only be served if the Renter secures a liquor liability insurance policy in form acceptable to McCord. All policies shall name McCord Gallery & Cultural Center and the Village of Palos Park, their officials, employees and agents as additional insured thereunder. No alcohol is permitted on the grounds around the house. Absolutely no alcohol may be served to minors; violations will be reported immediately to the police department and may lead to immediate eviction from the facility and forfeiture of the Security Deposit. No refunds will be made.
8. If the event is catered, Caterer Liability insurance is required. Full service caterers usually also carry Liquor Liability insurance. Consult your caterer or insurance agent. All other outside vendors, such as DJs or entertainers must also provide liability insurance in form acceptable to McCord. All policies shall name McCord Gallery & Cultural Center and the Village of Palos Park, their officials, employees and agents as additional insured thereunder.
9. The use of sterno for serving food is allowed if adequate safety precautions are taken. A catering staff member or other responsible adult must be constantly nearby monitoring when the sterno is burning.
10. McCord will provide two 6 foot tables and 12 chairs at no additional charge. Renter shall be responsible for any other required furniture, furnishings or equipment.
11. The McCord House is smoke-free.
12. Facility Rentals are not allowed past 10:00pm.
13. A driver's license or state issue ID card is required for rental to be submitted with this Facility Rental Form.
14. All renters must be 21 years or older. Groups consisting of attendees under the age of 21 years old must provide one adult chaperone for every 10 minors present. A list of chaperones must be provided to McCord prior to the start of the rental.

Outside Photography Permits

1. A fee of \$75 is charged for a one-hour period.
2. In case of inclement weather, a refund request form must be submitted within five business days of the schedule permit time. No other refunds will be issued.
3. No Alcohol is permitted on the grounds surrounding the McCord House. A violation will cause the forfeiture of the Security Deposit.

Please contact the McCord Gallery for more information: (708) 671-0648 or office@mccordgallery.org

Rates and conditions subject to change without notice. Effective 3/13/2017