

**AGREEMENT FOR USE
NOBLE-SEYMOUR-CRIPPEN HOUSE & GROUNDS
5624 N. NEWARK AVENUE
CHICAGO, ILLINOIS 60631
(773) 631-4633**

This is an agreement between the NORWOOD PARK HISTORICAL SOCIETY, an Illinois not-for-profit corporation, hereinafter referred to as "Lessor" and _____, herein referred to as "Lessee" for the use of the house at 5624 N. Newark and the grounds. WHEREAS, Lessor owns the house and grounds and has made them available to members for their use. The "House" is an historic property, located in a residential neighborhood in Old Norwood Park.

THE FOLLOWING IS AGREED TO:

Date of use shall be on ___/___/_____. The purpose for the use of the property will be: _____

With approximately _____ people attending. **There is a maximum of 72 individuals. Any deviation must be discussed with the Rental Coordinator.**

Party preparation shall start at _____. (Party prep no earlier than 10:00 AM on day of use)

The party will begin at _____.

IMPORTANT – Please note: The Lessor retains sole use of the north side of the house (The Seymour Rooms) during Museum hours, currently Saturdays from Noon to 4:00 PM. Tours of the Museum may allow visitors to view the south side of the house (The Noble Rooms) but not interfere with the Lessee’s activities. Lessee’s guests are welcome to tour the Seymour Rooms and the Museum during open Museum hours of operation.

Party (including clean-up) will end at _____. (No later than 10:00 PM on Mondays-Thursday, 11:30 PM on Fridays and Saturdays, and 9:30 PM on Sundays.)

FEE FOR USE SHALL BE AS FOLLOWS: (CIRCLE CHOICES)

A.	NOBLE ROOMS	\$500	Facilities include the first floor of the south wing only. All event times include clean up.
B.	SEYMOUR ROOMS	\$150	This is the north wing of the first floor. Can only used on a limited basis in conjunction with the Noble Rooms and with the agreement of the Rental Coordinator. The Lessor reserves the exclusive use of the Seymour Rooms during Museum hours.
C.	SECOND FLOOR OPTION	\$100	Private bathroom and hallway area with a couch. Can be used for a bridal party for changing and storage of equipment. This space is not available during Museum hours.
D.	FRONT PORCH	\$75	Front porch can be used for tables, chairs or other equipment. (Please note that the historic appearance of the front porch does not include railings. Guests are advised to use caution and never jump off the porch deck.)
E.	FRONT LAWN	\$100	
F.	REAR YARD	\$150	Can be used for tables, chairs, pergola, canopies and tents. (Please note that tents CANNOT be secured in the ground using stakes or spikes. Tents must be secured with weights only. The rental of tents MUST be approved by the Lessor Rental Coordinator prior to signing a contract with a vendor and be documented in the Special Considerations section of this agreement.)
G.	OUTDOOR EQUIPMENT		Contact rental coordinator.

H.	10'X10' CANOPIES	\$25/EA	The Lessor has 14 available.
I.	HIGHBOY TABLES	\$8/EA	We have 10 Highboy/Lowboy tables that are adjustable to 24" and 30".

Each use will require a security deposit of \$500.00 which will be used to cover possible damage, extensive clean-up expenses, table cloths and additional clean up time. This fee will be refunded upon satisfactory inspection of the house and grounds.

Non-members shall be required to join the Norwood Park Historical Lessor before rental of the property.

Rules and Regulations

1. Property will be used in a manner that is consistent with all federal, state and local laws and ordinances and respects our residential neighbors and the age and historic nature of the House.
 - a. **Absolutely NO Amplified music is allowed outdoors.** Indoor music is allowed using a personal sized music player or acoustical instruments. DJs must be approved by the Rental Coordinator. Our caretakers and/or on-site representatives are charged with making sure that Occupant adheres to **ALL** event rules. Requests from caretakers and/or on-site representatives with regard to said rules must be obeyed. Violation of these rules can result in forfeiture of the security deposit and/or law enforcement action.
 - b. Indoor tables and chairs CANNOT be taken outside except on the front porch, weather permitting, and with a valid front porch rental.
 - c. No inflatables, such as bounce houses are allowed.
 - d. Any additional electricity use will be negotiated with the Rental Coordinator.
2. The use of alcoholic beverages is permitted, but no sale thereof and absolutely NO drinking by people under 21 years of age.
3. Fire department regulations prohibit smoking anywhere in the building.
 - a. Regulations prohibit fireplace use
 - b. If smoking outside, please place smoking materials in appropriate containers and remain at least 15 feet from the buildings.
 - c. Any BBQ grills must remain at least 15 feet from the buildings.
 - d. Only battery operated candles are allowed.
 - e. Tampering with the smoke detectors or attaching any items to the sprinkler heads is prohibited.
4. All garbage must be accumulated and placed in black carts in the south fenced-in area. Please break down boxes before discarding. Also, please clean up any liquid or solid spills from the floors or carpets immediately. The Lessor encourages recycling of cans and bottles. Cans and bottles should be placed directly into the blue cart. **Do not** place plastic bags, trash, or dishes in the blue cart. Final cleaning of bathrooms, kitchen and floors will be done by the Lessor.
 - a. Absolutely no tape is allowed on ceilings, walls or floors.
 - b. No ice-filled containers are allowed on the wood floors inside the house. "Sweating" of these containers could result in major floor damage and forfeiture of security deposit. The front and rear outside decks may be used.
 - c. No rice, bird seed, confetti or like items are allowed.
 - d. No pets are allowed on the premises (inside or out).
5. Parking of cars and vans will be permitted on street or at rear parking lot. (maximum space for approximately 20 vehicles). No driving or parking on the lawn will be permitted. Occupant is responsible for damage to grounds or our sprinkler system caused by guests, rental equipment or caterers. No parking is allowed in the fire lanes, located in the front of the garages.

6. Lessor can furnish:
 - a. Folding chairs (80 indoor use only)- please check for protective feet.
 - b. Banquet tables (eight 8', six 6' and ten 48" rounds for indoor use only)- never drag tables and chairs across the floor, **LIFT ONLY**. Floors are prone to scratching.
 - c. White linen tablecloths are available for the 8' and 6' rectangular tables and 48" round tables. There is a \$5.00 rental fee for each tablecloth. Linen fees, if not paid in advance, will be deducted from the security deposit.
 - d. Kitchen facilities – stove, refrigerator, dishwasher, microwave and coffee pots. (Set-up and take-down are the responsibility of the leasee unless negotiated with the Lessor).
 - e. Miscellaneous outdoor equipment is available on request.
 - f. Our facility land line can be used for emergencies only.
7. The Lessor checks in on parties but does not furnish full-time security unless deemed necessary. Parties involving minors are to have adult supervision in the ratio of 1 adult per every 5 minors. Children are welcome to play on grounds, but rock throwing or other destructive behavior is not allowed.
8. The Lessor Rental Coordinator will survey the house and grounds prior to and after the event. If any damages occurred: debris was not placed in proper containers, items were not returned to their original locations or any of the above rules were violated, the security deposit refund will be held until the situation can be evaluated and an assessment made. The actual amount of assessment for damages, clean-up and other violations is not limited to the amount of the deposit. Once the determination is made, the Rental Coordinator will request a security deposit refund check from the Treasurer.
9. Special Considerations: The Rental Coordinator and the Occupant have agreed to only the special considerations listed here:

IMPORTANT:

I have read the above rules/regulations and agree to abide by them during my rental. I understand that breaking said rules can result in forfeiture of my security deposit and immediate cancellation of my rental.

Signature: _____

Date: _____

CONTRACT

The undersigned Occupant agrees to defend, indemnify and hold harmless the Lessor and its individual officers, members and agents from and against any and all claims, suits and liabilities which arise or result in any way or manner, directly or indirectly from the Occupant's use of the house/and or grounds at 5624 N. Newark.

LESSOR

OCCUPANT

Agreed to on _____, 20_____

Signed by person responsible for the event:

Signed by: _____

Print Name: _____

Venue Telephone: 773-631-4633

Address: _____

Rental Coordinator:

City/State/ZIP: _____

Home Phone: _____

Telephone # _____

Cell Phone: _____

E-mail _____

E-mail: _____

Membership in the Norwood Park Historical Society is required.

Membership verified: _____ Membership application and fee secured: _____

\$500.00 Security deposit required with the signing of this contract.

\$500.00 Security deposit paid on Date: _____ Received By: _____ Check No: _____ Cash: _____

CANCELLATION POLICY (Security Deposit)

- **More than 3 months notice – fully refunded (\$500.00)**
- **1 to 3 months notice – 50% refunded (\$250.00)**
- **Less than 1 month notice – NO refund (\$0)**

Rental Fee of \$ _____ Due on: _____

Received by: _____ Date: _____ Check No.: _____ Cash: _____

(Note that the rental fee not paid two weeks in advance with a check must be paid in cash or money order.)

Rental Equipment Waiver:

The Lessor assumes no responsibility for rental equipment stored prior to or after an event.

Signature: _____

Key signed out by: _____ Date: _____

Key returned to: _____ on _____ Key Code: _____