

# Warren Tavern Preservationists, Inc.

3 S. 540 Second Street, P.O. Box 17 ☐ Warrenville, IL 60555 ☐ Phone (630) 393-4001

## Rental Contract

\_\_\_\_\_  
Name of Group / Individual

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of renter.

\_\_\_\_\_  
Address (*not a post office box number*), of renter.

\_\_\_\_\_  
Day phone contact number of renter

\_\_\_\_\_  
Evening phone contact number of renter

\_\_\_\_\_  
E-mail Address of renter

Want to receive e-mails concerning upcoming Warren Tavern events ☐ YES ☐ NO

\_\_\_\_\_  
Description of Activity or Function

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Start time to End Time of Event

\_\_\_\_\_  
Estimated Attendance

### Rental Fees

#### Basic Rental, check one of two options:

**Option 1:** Pay per hour (MINIMUM 4 HOURS). Must include hours necessary for set-up, take-down and clean-up for your event.

Hourly Rate \$45.00/hour      \$45.00 x \_\_\_\_\_ hours      =      \$\_\_\_\_\_

**Option 2:** Entire Day Rental. (7:00 AM to 11:00 PM) . . . . . \$300.00

#### Additional Add-Ons; check all applicable:

Early Access Set-Up (if available) 6PM night before      \$50.00

Late Check-Out (if available) next day by noon      \$50.00

3 Pub-Height (43" high) circular tables:      \$100.00

3 White table coverings for Pub-Height tables:      \$60.00

A refundable Security Deposit of \$150.00 is required . . . . . \$150.00

**Total Rental Due:**      \$\_\_\_\_\_

**SECURITY DEPOSIT**

A refundable security deposit of \$150.00 is required with this contract to secure the date requested. The security deposit is non-refundable under the following conditions:

- If cancellation is made less than 14 days prior to date of event (cancellations must be made in writing and postmarked).
- Any violations of Warren Tavern policies by any and all individuals at this event. If there are additional charges incurred as a result of your rental (i.e. extra cleaning, building and equipment damages, etc.).

Total rental cost will be due at time of contract acceptance. Key pick-up will be arranged as convenient. **Please make all checks payable to: Warren Tavern Preservationists.**

If renter cancels event 14 days or less prior to the planned event, then all monies previously paid to the Warren Tavern Preservationists, Inc. will be forfeited. Any infraction of Warren Tavern Rental Rules shall also result in the complete forfeiture of the renter’s security deposit.

Renter may change the date of the event provided the new date is within 3 months of the original date. Only one date change is allowed; date changes are based upon availability.

4- hour rental includes: all three levels of the Warren Tavern, use of available chairs and tables. linens, china, glassware, and flatware. Additional event equipage must be through and set up be the caterer.

**FOOD & BEVERAGE**

Food consumption is allowed on Warren Tavern property.

Catered Event?  YES  NO

\_\_\_\_\_  
Caterer’s Name & Address

**THE SALE OF ALCOHOLIC BEVERAGES ON WARREN TAVERN PROPERTY IS PROHIBITED. SMOKING IS ALSO PROHIBITED.**

Alcohol consumption on the Warren Tavern property is allowed, but private events and family gatherings must provide evidence of their own insurance coverage.

Consumption of Alcoholic Beverages Planned:  YES  NO

\_\_\_\_\_  
Event Insurance Policy Number (copy due 14 days prior to event)

Lands beyond the footprint of the Warren Tavern (known as Leone Schmidt Heritage Park) belong to the City of Warrentville and permission to use those outdoor park spaces must be obtained directly from the City of Warrentville. Renter must provide evidence of City of Warrentville Permit to use Leone Schmidt Heritage Park: Permit #\_\_\_\_\_

Applications for multiple meetings by charitable groups must be received 60 days prior to first meeting for review at the next Warren Tavern Preservationists Board meeting.

**INSURANCE**

Renter acknowledges that the Warren Tavern Preservationists may require renter to provide evidence of insurance in an amount and types sufficient to satisfy the needs of the Warren Tavern Preservationists, Inc and listing Warren Tavern Preservationists as additionally insured.

I state that the above information is true and correct. I further state that I have received a copy of this contract, that I (and the above group, club, or organization, if applicable), my vendors, agents, employees, and guests will attend and use the Tavern facilities at our own risk and that they shall abide by said policies and shall indemnify and hold harmless the Warren Tavern Preservationist from any loss or liability of any nature relating to the use of the Warren Tavern including, but not limited to injury or death of any persons, damage or destruction of property, including loss of use thereof. The Warren Tavern and its staff shall not be liable for any equipment, property or personal belongings, whether rental or otherwise, which are used or left at the Tavern in connection with an event. I have read and understand the foregoing assumption of risk and release statement. I have read, understand, and kept the Warren Tavern Rental Use Policies (Pages 4, 5, 6).

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

Please Sign both this **Contract** and agree below to the **Rental Use Policy**.  
Remit to: Warren Tavern Preservationist, P.O. Box 17, Warrenville, IL 60555.

Signature of Renter acknowledging receipt,  
understanding, and acceptance of **WARREN  
TAVERN RENTAL USE POLICIES**

\_\_\_\_\_  
Renter's Signature

Applicant will be notified by the Managing Director upon receipt of contract and payment of applicable fees if their request for the use of the Warren Tavern is accepted. In emergencies, the Warren Tavern Preservationists shall notify the renter prior to their scheduled event should the Warren Tavern Preservationists need to withdraw the use of the Warren Tavern for their event. A full refund of all fees shall be returned to the renter.

**Office Use Only**

Contract received: Date: \_\_\_\_\_ By: \_\_\_\_\_

Security Deposit: Check # \_\_\_\_\_, Date of Check \_\_\_\_\_.

Final Payment Amount \_\_\_\_\_, Check # \_\_\_\_\_, and Date \_\_\_\_\_.

Security Deposit Refund Check # \_\_\_\_\_. Date Returned \_\_\_\_\_.

Application Approved  Application Approved Date \_\_\_\_\_

Application Disapproved

\_\_\_\_\_  
Warren Tavern Managing Director Signature

\_\_\_\_\_  
Date

# Warren Tavern Rental Use Policies

**KEEP THIS SECTION (Pages 4-7) FOR YOUR OWN REFERENCE!**

The Warren Tavern Preservationists, Inc shall have the right to make exceptions to, and, from time to time, amend any portion of these Policies.

The Warren Tavern exists for the education and recreation of the citizens of Warrentown and DuPage County. Provided that the applicant's activities do not interfere with the affairs of The Warren Tavern Preservationists, Inc, use of the Warren Tavern may be requested for said meetings and recreational purposes. To this end, the following Policies are deemed appropriate to insure proper and orderly usage of the Warren Tavern.

The Officers, Board Members, and Managing Director shall have the authority to enforce the policies of the Warren Tavern, giving consideration to the philosophy of the use of the Warren Tavern. In the event the rental attendant determines that any renter or any person attending a function violates any of the policies or the philosophy of the Warren Tavern, then the renter may be required to immediately discontinue the use of the building and leave the premises.

The Warren Tavern rental contract must be filled out and filed, along with the required security deposit, with the Warren Tavern Preservationists, Inc Board before any reservation will be confirmed. The applicant is responsible for his or her group's use of the Tavern and agrees to be present at all times during the use of the property, and therefore must be at least 21 years of age. Requests received will be considered at a "first come, first served" basis.

Permission to use the Tavern does not constitute an endorsement of any group's policies or beliefs, or an endorsement of viewpoint expressed by participants. No advertising or announcements implying such endorsement will be permitted.

## **Group Size**

Seating allows for 50 guests on two levels; with 40 persons maximum in the second floor ballroom. Reception-style open house maximum is 75 guests. Kitchen area seats eight.

## **Hours**

The hours the Tavern may be rented are:

Monday to Saturday (7 AM to 11:00 PM) and Sunday (10 AM to 10 PM)

The Tavern is located in a residential neighborhood and renters must vacate the premises by the time prescribed.

## **Entertainment:**

Non-amplified music is allowed in the building but must not disturb the neighborhood after 10 PM. Renter is responsible for any damage done by musicians to the Tavern during load-in and load-out.

## **Parking:**

Parking is available street-side in front of the Tavern on Second Street. Maximum capacity of vehicle parking is 35. Space must be maintained to allow for emergency vehicles. Patrons may not park on adjacent private property unless written permission has been previously given by the owner of the private property. Renter must not use parklands south of the Tavern for overflow parking. Parking in front of the Albright Studio City Museum will be limited during times when it is open to the public.

**Telephone:**

A direct line for incoming and outgoing calls during the event is available on the first floor in the Exhibit Hall. The listing of the Warren Tavern Preservationist telephone numbers on any publicity material is prohibited. Warren Tavern Preservationist staff will not take telephone messages nor accept or forward mail.

**Restrooms**

There are two restrooms in the Exhibit Hall on the First Floor. The rental attendant will ensure that restrooms are clean and stocked for your event.

**Smoking**

The Warren Tavern is a non-smoking facility; all smoking must be restricted to the outdoor areas. Your caterer should provide and remove outdoor ashtrays.

**Room Arrangement:**

The Warren Tavern Preservationists, Inc., reserves the right to limit the type of meeting configurations in any given room. Special craft, lecture and program options can be customized for your organization.

**Miscellaneous Points**

- Candles are not allowed.
- Rice, birdseed, and confetti may not be thrown on the property.
- Ice sculptures will not be allowed in the Tavern.
- Nothing can be attached to (or leaned against) the walls using tape, nails, or tacks.
- All areas are to be kept free of litter and trash and all garbage must be placed in trash receptacles behind City Museum by renter.
- Antique furnishings must remain with-in the rooms where currently located.
- For any youth functions, sufficient, competent adult supervision or chaperones must be provided by the organization. Parents dropping off children must remain with their children until adult supervision arrives.
- Proper care and protection should be taken to protect the Warren Tavern. If repairs or special cleaning are required to clean up glue, glitter, paint, soil, food, beverage, tape, ink, etc., from the facility or its furniture, the deposit shall be forfeited.
- The Warren Tavern Board may require the renter to contract additional security personnel to be present at any youth socials or other activities. Proof of payment for security must be provided 3 days prior to the event.

**Tours**

Special tours of the Warren Tavern can be arranged by calling the Warren Tavern at (630) 393-4001 or Barb Thornbury at (630) 393-3305.

**Liquor Service:**

The Warren Tavern allows renters with insurance to dispense their own liquor, but not to persons under the age of twenty-one. Open alcoholic beverages may not be taken outside of the building.

**Kitchen Rules**

- Coffee Pots require more electricity than other appliances, ONLY ONE is allowed per outlet.
- No Frying allowed.
- The kitchen should not be used for food preparation, only catering.
- To ensure sanitary conditions, any dishware or utensils used from the kitchen must be washed using the dishwasher.
- The kitchen is to be left in a clean, undamaged condition. Gum and other foodstuff are not to be put in the sink drains.

**Deliveries and Installations:**

Deliveries must be made within the rental time. Removal and clean-up must be done within the rental time. Any special props, floral materials, etc., must be removed by the end of the event. The Warren Tavern Preservationists, Inc cannot be responsible for any materials left behind in the building.

**Emergencies**

Fire Extinguishers are located on each floor.

**In case of Emergency Contact: 911**

**Exclusions:**

The Warren Tavern Preservationists expressly preserve their right to exclude or otherwise refuse rentals for meetings that cause excessive noise or which use hazardous materials. Programs not appropriate or suitable for the Warren Tavern, programs or gatherings that present a clear and present danger to the welfare of the participants, attendees, tavern staff, patrons, and/or the community shall also be considered exclusions.

# ***Barbara Thornbury***

Barbara Thornbury,

Managing Director, The Warren Tavern (630/393-3305)

***THE WARREN TAVERN IS A NOT-FOR-PROFIT ORGANIZATION.***

## **CHECK LIST PRIOR TO CHECK-OUT**

- Wipe down and return to closet, all chairs and tables.
- Chairs stacked face down as found on rolling carts.
- Wipe down bathrooms; sweep bathroom floors.
- Wash, dry and return any dishes used during the event.
- Wipe down kitchen appliances if necessary.
- Empty and wash all coffee pots used.
- Remove all ice and food from refrigerator/freezer.
- Vacuum rugs.
- Sweep and mop all floors.
- Remove all personal items.
- Remove all trash to receptacles behind City Museum.
- Replace garbage bags in all cans.
- Close all windows.
- Turn off all lights.
- Lock all doors.
- Return keys.