



The Blum House
part of the Mississippi Valley Library District
414 West Main
Collinsville, IL

Rental Agreement

This agreement for rental of the Blum House is being conducted between

The Mississippi Valley Library District

and

Renter's Name _____

Address _____

City/State/Zipcode _____

Phone Number _____ Alt. Phone Number _____

Event Description _____

Date _____ Number of Guests _____

Start Time (Time you will first enter) _____

Ending Time (Time you expect to leave the House) _____

Use of Interior of the House _____ Yard surrounding the House _____
(check one or both)

Will liquor be served at your event? _____

If Yes, see Terms and Conditions #3. This must be provided at the time of acceptance of this Agreement.

Special Needs or Conditions - Use back of sheet to describe

Fee for rental

* \$150.00 for Monday-Thursday for 5 hours; \$30.00 for Monday-Thursday for each additional hour

* \$250.00 for Friday-Sunday for 5 hours; \$50.00 for Friday-Sunday for each additional hour; Holidays such as Thanksgiving and Christmas will also rent for the Friday-Sunday price.

* \$400.00 for an all day rental any day of the week.

Payment in full is due upon the acceptance of this contract to book the House for your time frame.

A \$100 Security Deposit to insure House safety must be given at the time of initiating this contract.

Terms and Conditions for Blum House Rental

1. This contract is for a period and specials conditions as defined in this contract. The fee includes eight (8) tables with tablecloths, five (5) rectangular tables without tablecloths, and sixty (60) chairs. If more tables or chairs are needed, an additional fee of \$50 per 25 chairs and \$5 per table will be required. The Renter may commence setup no earlier than the prescribed rental period listed in the above time constraints and must complete their event and have all of their decorations, equipment, etc. removed from the site within the same.
2. Should the Library cancel this event after one hundred and twenty (120) hours after its execution, a full refund will be due to the Renter.
Should the Renter cancel after one hundred and twenty (120) hours after its execution, the Library will retain ½ of the deposit.
3. If liquor will be served during the event, the renter shall provide to the Library District a Home Owner's Insurance certificate for Events with host liquor liability insurance with a limit of \$500,000 or shall provide a special proof of Insurance for this particular event.
4. Any and all damage to the grounds, facility or furnishings of the Blum House shall be the responsibility of the Renter to pay for repair or replacement and agrees to accept the lose of the \$100 security deposit to the Library District. The Renter accepts the premises in an "as is" condition.
5. Renter shall indemnify, defend and hold the Mississippi Valley Library District harmless from and against any and all damages, losses, claims, judgements, and costs (including attorney's fees), arising from the Renter's use of the grounds and facilities, from Renter's activities on the grounds and facilities, from anything done, permitted or suffered by Renter on the grounds and facilities, or from Renter's failure to observe or perform any agreement or promise under this Agreement. Renter understands and acknowledges the inherent nature of stairs and the nature of walking on and placing folding chairs on the grassy areas and that the grounds are not level surfaces.
6. The Renter has read, understand and acknowledges Exhibit A and B attached to this Agreement and will abide by all of the conditions and have any guests abide by all of the conditions outlined thereof.

This Agreement has been read and accepted by _____
Date _____

Representative of Mississippi Valley Library District _____
Date _____

Make checks payable to Mississippi Valley Library District
408 West Main St.
Collinsville, IL 62234

_____ has been received for payment of rental.
(Amount)

_____ has been received as a holding check for a Security Deposit
(Amount)



Exhibit A
Blum House Rental Agreement

General Rules of Significance

- The Blum House shall not be opened before 6:00am and shall be totally vacated and locked by 12:00 (midnight).
 - The building shall be a Smoke-free environment.
 - There shall be no open flames such as candles used inside of near the House.
 - The Renter is not allowed to hang decorations from the walls or ceilings using tape, nails or any other attachments that may leave holes, residue or damage the walls, ceilings or interior in any way.
 - The Renter must return all tables, chairs and furnishings to their original location in the House.
 - The Renter must bag and place trash outside of the House by the back door.
 - The Renter must place all laundry on the kitchen floor for the cleaning staff.
 - The premises shall be kept clean and safe as the condition throughout the rental period.
 - The Renter shall use in a reasonable manner all electrical, plumbing sanitary, heating, ventilating, air-conditioning, and other facilities and appliances including handicapped accessible lift in the premises.
 - The Renter or guests shall not deliberately or negligently destroy, deface, damage, impair or remove a part of the premises or knowingly permit any other person to do so.
 - The Renter or guests shall not act in a manner or allow others to act in a manner that will disturb a neighbor's peaceful enjoyment of their premises.
 - The Renter or guests shall not create or maintain a threat constituting a clear and present danger (clear and present danger includes, but is not limited to, physical assault or the possession of a controlled substance unless obtained pursuant to a valid prescription) to the health and safety of other or knowingly permit any other person on the premises to perform any of the above acts.
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Exhibit B
Blum House Rental Agreement

Checklists and Cleanup List

- In the kitchen for the Renter's use and of which the renter will be responsible for are 2 microwaves, 1 refrigerator, 1 dishwasher, an electric stove, 2 - 42 cup coffeemakers
- Included in the kitchen are silverware and dinnerware for the Renter's use. The list below includes quantity and type of each that the Renter will be responsible for its care and replacement if broken if used for their event.

70 Dinner Plates	70 Forks
71 Salad Plates (medium)	50 Knives
71 Dessert Plates (small)	71 Dessert Plates (small) 50 Spoons
71 Saucers	10 Glass Creamers
70 Cups	11 Glass Sugar Packet Holders
71 Stemmed Glasses	23 Glass Salt/Pepper Shakers

- Located in the House for the Renter's use and will be responsible for are
8 Round Tables with tablecloths
5 Rectangular Tables
60 Chairs
- Other items in the kitchen for your use are bud vases, pitchers, and trays.
- Cleanup List is as follows and must be completed before the House is closed after the Renter's Event.

_____ Bag and dispose of all trash (from inside the house, on the lawn, on the porches, and in the bathroom, et.al.) to the outside of the House at the base of the stairs by the back door.

_____ Place dishes used in the dishwasher.

_____ Place all laundry (tablecloths, dish clothes, etc.) on the floor in the kitchen.

_____ Turn off all lights. Close and lock all windows and exterior doors.

If after the staff has inspected the House and found that all is left in order, your security deposit will be returned to you or shredded as per your instructions on the day of rental. If damage occurs, your security deposit will be cashed but only after you are apprised of the situation.