

# MACOMB PARK DISTRICT

## BALL FORE FACILITY RENTAL AGREEMENT

Date of Event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month / Date / Year

Event Start Time: \_\_\_\_\_ AM/PM

Event End Time: \_\_\_\_\_ AM/PM

Expected # of People Attending: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

**Primary Event Contact:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell#: \_\_\_\_\_ Home#: \_\_\_\_\_ Work# \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Yes  No: Is the sponsoring organization a 501(c) (3) organization?

**Secondary Event Contact:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell#: \_\_\_\_\_ Home#: \_\_\_\_\_ Work# \_\_\_\_\_

Email Address: \_\_\_\_\_

**1. RENTAL:**  Ball Fore 18-hole Family Entertainment Center

<p><b>Available Rental during non-business hours:</b></p> <p><input type="checkbox"/> May &amp; September  Monday-Sunday 8am-Noon  \$100 / 2hr rental + \$3 per patron</p> <p><input type="checkbox"/> June, July &amp; August  Monday-Sunday 8am-Noon  \$200 / 2hr rental + \$5 per patron</p>	<p><b>Facility Rental during normal business hours:</b>  <i>If you are interested in renting the whole facility during our normal business hours and closing to the public for your event, you must provide at least one month notice and the following rental fees will apply:</i></p> <p><input type="checkbox"/> May &amp; September  \$200 / 2hr rental + \$5.00 per patron</p> <p><input type="checkbox"/> June, July, &amp; August:  \$300 / 2hr rental + \$5.00 per patron</p>
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a) The rental of the entire Ball Fore Mini Golf Park includes the full use of all amenities available and operable at the facility on the date of the event, including the cost of attendants. Anyone wishing to use the facility during normal business hours before or after the rental timeframe is subject to regular admission fees. Concessions will be available for purchase during summer hours (limited to ready-made/prepackaged food items). \_\_\_\_\_ (initial)

b) For an additional cost, you may make a food request from the Concession Stand for the following: Renter is responsible for full payment of total food order requested. \*Payable the day of the event at Ball Fore.  
\_\_\_\_\_ (initial)

**Candy Bar: \$1.50ea x \_\_\_\_\_ = \$ \_\_\_\_\_ Soda/Water/Sports Drink: \$2.50ea x \_\_\_\_\_ = \$ \_\_\_\_\_**

c) Applicant and all attendees to the event shall abide by ALL the rules of Ball Fore. \_\_\_\_\_(initial)  
d) Ball Fore, its employees, officials or agents shall not be liable for any injuries, death or property damage arising out of the use by the Applicant or the attendees of the rented facilities and equipment. \_\_\_\_\_(initial)

**2. PAYMENT:** All rental and attendee costs shall be paid in full at the time of application, unless another time is agreed to by Ball Fore. Applications without full payment will not be processed and rental will not be guaranteed. All payments may be in cash, check, money order, cashier's check or debit/credit card. \_\_\_\_\_(initial)

**3. INSURANCE:** Ball Fore reserves the right to require a Certificate of Insurance listing the Macomb Park District as an additional insured for events held at the Ball Fore Family Entertainment Center. Ball Fore reserves the right to set coverage limits on said Certificates of Insurance, and all insurance shall be from a company authorized to do business in the State of Illinois. Said Certificates shall be submitted to the Macomb Park District no less than five (5) calendar days prior to the event, unless agreed otherwise, for approval by the Macomb Park District Attorney, and shall list the Macomb Park District as an additional insured. \_\_\_\_\_(initial)

**4. PURPOSE AND CAPACITY LIMITATIONS:** The Applicant and attendees shall use the premises rented hereunder for the purpose listed above and no other purpose. No admission fee, donation, contribution or other charges shall be collected or be permitted to be collected by the Applicant, attendees, or agents of Applicant, for any reason, unless prior approval has been secured in writing from the Executive Director of the Macomb Park District. The number of persons on the rented premises during the rental period shall not exceed the facility capacity. \_\_\_\_\_(initial)

**5. RENTAL BOOKING PERIOD AND FEES:** Facility and equipment rental booking must be made at least ten (10) calendar days in advance of the rental date or one (1) month in advance for entire facility during normal business hours, unless agreed to otherwise, and no earlier than one (1) year in advance. Facility and equipment rental are subject to change by the Macomb Park District at any time. All rentals will be subject to revised facility and equipment rental fee structure, even if reserved prior to the revision. Entry of attendees prior to the schedule booking time is not permitted. \_\_\_\_\_(initial)

**6. SECURITY DEPOSIT:** Ball Fore reserves the right to require a security deposit for any rental. Any deposit required shall be paid in cash prior to the event. Checks will be accepted for deposits. The amount of security deposit shall be determined by the Macomb Park District. \_\_\_\_\_(initial)

**7. VENDORS:** For full facility rentals, renters may have a food vendor on premises during the rental period. Vendors must be approved by the Executive Director or her designee. Vendors also must have a valid permit/license from the McDonough County Health Department and insurance coverage. After the rental period ends, the vendor must leave the facility, they may not remain on site to sell to the general public. \_\_\_\_\_(initial)

**8. TOBACCO, CANNABIS, ALCOHOL LIMITATIONS and CARRY INS:** All forms of tobacco and cannabis (to include vaping) is prohibited on the Ball Fore property. No alcoholic beverages shall be served or consumed on the premises during the rental period unless approved by the Executive Director for a full facility rental. \_\_\_\_\_(initial)

**9. CANCELLATION/REFUNDS/RESCHEDULING:** The following shall apply:

1. If notification of cancellation is received by applicant at least 14 calendar days prior to the event date, all funds will be returned.
2. If notification of cancellation is received by applicant less than 14 calendar days prior to the event date, a \$50 cancellation fee will be retained by the Macomb Park District and all other funds will be returned.
3. In the event the rental is cancelled by the Macomb Park District, you will be given the opportunity to reschedule your rental for another date that season (*if available*) or to receive a full refund. The Macomb Park District reserves the right to cancel any event for any reason.
4. Applicant may re-schedule for another date within the same season 24hrs prior to the scheduled event, due to an inclement weather forecast, however, if applicant chooses to proceed with event and inclement weather causes the facility to be closed, event will not be re-scheduled and refund will not be given. \_\_\_\_\_(initial)

**10. LOST & FOUND ARTICLES:** Ball Fore shall not be responsible for personal belongings left, lost or stolen on the rental premises. \_\_\_\_\_(initial)

**11. VIOLATIONS OF CONDITIONS OF USE:** Violations of any of the terms or conditions of this Application shall result in a forfeiture of all amounts paid and is subject to damages, costs and penalty fees incurred by the Macomb Park District, as well as subject to forfeiture under the McDonough County ordinances, state law or federal law. All costs and fees shall be cumulative.\_\_(initial)

**LEGAL NOTICE:**

**I have read the above and understand the filing of this application does not guarantee the use or rental of the facilities without payment in full. I also understand that all organizers and attendees must comply with all applicable County ordinances, State laws, Federal laws, as well as, all the rules of the Macomb Park District. I further understand that an incomplete application, including non-payment, may be cause for the denial of the rental.**

**The undersigned agrees to indemnify and hold the Macomb Park District harmless for any and all damages, personal injury, death or claims of any kind arising out of or occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and their individual attendees, and that the Macomb Park District shall not be liable for any injury, loss or damage to said property or injury or death to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence of attendees. By signing, I acknowledge that I have authority to bind the sponsoring organization or as an individual Applicant, I assume liability during the event. I acknowledge that I agree to be bound by all requirements as stated in this application.**

**The Applicant states s/he will use the rented premises hereunder for the stated event and no other event. In the case that an event, other than the one stated is held, the Macomb Park District reserves the right to cancel or close the event at its sole discretion, and Applicant shall forfeit any deposit or amounts paid for said event.**

**Signature of Primary**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Signature of Secondary**

Applicant (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

ADMINISTRATION OFFICE USE ONLY		
AMOUNT DUE & payable at time of reservation	Date Paid:	\$
Payer Name:		[ ] Cash [ ] Check [ ] CC
Rental [ ] Approved [ ] Denied (Staff Name & Date ):		
If denied, state reason:		
Refund Amount – (Staff Initials & Date ):		\$
Reason for refund:		
<b>*Special Requests*</b>		

Ball Fore Family Entertainment Center 9575 US Highway 136 Macomb, Illinois 61455 (309) 836-9741

Macomb Park District 1406 N Randolph Street Macomb Illinois 61455 (309) 833-4562