



631 Willoughby Lane, Collinsville, IL 62234

Willoughby@collinsvilleil.org

618-346-5200 x1136

2019 Willoughby Farm Facilities Rental Contract

Renter Name:

Organization Name:

Address:

Phone Number:

Alternate Phone Number:

Email Address:

Rental Date:

Rental Time:

Facility Rentals/Hours/Rates Requested

Barn: 9:00 am – 1:00 pm 1:30 pm – 5:30 pm Resident \$150 Nonresident \$175

Chicken Pergola: 9:00 am – 1:00 pm 1:30 pm – 5:30 pm Resident \$50 Nonresident \$60

Pavilion: 9:00 am – 1:00 pm 1:30 pm – 5:30 pm Resident \$80 Nonresident \$90

House: The main floor of the farmhouse is available at an hourly rate for a maximum of three hours.

Reservation time:

Resident \$150 Nonresident \$175

After hour's facility an farmyard rentals: Renters pay an hourly rate to have access to the farm grounds, barn, and pavilion (does not include access to the farmhouse).

Reservation time:

Resident \$200/hour Nonresident \$225/hour

If the farmyard needs to be used earlier than your after hour's reservation, set-up must be approved and time reserved in advance. Charges will apply.

Tent space rental may incur a fee up to \$100 per hour dependent on the tent location requested. The specific space must be approved in advance.



Picnic Site Rentals

Picnic sites are located off the beaten path with picnic area, grill and campfire. Sites are available at 4-hour increments. Rates are: Resident \$50 Nonresident \$60. Additional tables are available upon request.

Poppy’s Path

(Behind Bank Barn)

Time:

Children’s Garden

(North of entrance Road)

Time:

Bird Circle

(Behind Gindler Barn)

Time:

Firewood is available for \$10/bundle

Rules: 1. No glass 2. Take out what you bring in – trash bags are NOT included 3. All fires must be extinguished before leaving.

Other Rentals and Fees

Arbor: \$25 Fire Pit: \$50* Liquor Permit: \$15 Straw Bales: \$25/10 bales Trough: \$25

*Fire pit includes one rack of wood. A facility must be rented to reserve the fire pit.

Refrigerator: \$25/side/day or \$40/both sides/day. One side is 24” wide by 24” deep x 36” high with adjustable shelves. All contents must be emptied by the end of the rental. There will be a \$15 charge for anything left in the refrigerator which will be taken out of the damage deposit.

60” round tables:	\$8.50 each	Quantity:	x \$8.50 =
8’ rectangular tables:	\$7.50 each	Quantity:	x \$7.50 =
White folding chairs:	\$1.50 each	Quantity:	x \$1.50 =

Please note: Damage deposits will not be refunded if the facilities are not properly cleaned and returned to the condition it was found. This includes, but is not limited to, the proper disposal of trash.

Office Use Only

Total Rental Cost: Amount Paid: Date Paid:

Damage Deposit: Date Paid:

Post-event Inspection conducted by:

Acceptable Unacceptable

Comments:

Amount of deposit returned: Date Processed:

Cancellation

Date of notification: Percentage of refund: Refund total:

Reason:

Terms and Conditions of Willoughby Farm Rental Agreement

PAYMENT AND CANCELLATIONS: A copy of the contract signed by both the individual renting the facility "Renter" and an City of Collinsville "City" representative, along with a down payment equivalent to 30% of the total cost of the rental must be on file with the City to secure the facilities, dates, and times requested. All monies owed are to be paid in full 90 days prior to the date of the rental. In order for a cancellation to be processed and monies refunded, a written cancellation must be submitted to the City within the following timeframe:

90 or more days' notice – 100% refund;

61-89 days' notice – 50% refund,

31-60 days' notice – 25% refund,

0-30 days' notice – no refund.

All cancellations require a \$25 processing fee. This fee will be deducted from the overall refund.

RENTER RESPONSIBILITIES: The renter is fully responsible for the physical condition of the rented grounds/facilities and is responsible for all damage to the property or loss sustained by the City caused by the renter or his/her guests. This includes any damages to the property, building, furnishings, equipment, other rental items, etc. The expenses resulting from any damage or undue maintenance will be charged to the renter and taken from the damage deposit. Failure to meet any obligations beyond the damage deposit amount within 30 days of billing will be cause for cancellation of future privileges and for legal action including all expenses and attorney fees and court costs incurred by the City for collection. The renter is responsible for following and enforcing all rules and regulations of Willoughby Farm including, but not limited to the following: (Please initial each line)

- Smoking is not allowed in any structure, i.e. barns, house pavilion
- Vehicles are not allowed outside of designated parking areas/lots. Vehicles may only enter the barnyard area for loading and unloading prior to and following a rental.
- Wood used in the fire pit must be purchased on site. The renter is responsible for ensuring the fire is completely extinguished prior to the end of the rental.
- Tractors and other standing structure are moveable ONLY with prior approval. Additional fees will be charged to accommodate such requests. Rented straw bales must be returned to the bin in similar condition as they were prior to the rental. Bales not returned to the bin and/or damaged bales will be charged \$6 per bale.
- Hairspray and other cosmetics/chemicals, etc. may only be used on the main floor bathroom
- Do not use the stove. It is for decoration only.
- Alcoholic beverages are permitted only with the purchase of a liquor permit. Selling of liquor is not permitted without proof of a Dram Shop and Liquor License. Permits and licenses must be displayed at all times. Failure to comply to comply with this policy will result in the renter's immediate forfeiture of any deposit and any additional charges for damages incurred.
- The following decorations are prohibited:
 - Open Flames
 - Glue, nails, tacks, staples
 - Glitter, confetti, rice
 - Helium balloons
- All trash must be taken to the dumpster prior to the end of the rental

- All rental items, decorations and signs must be removed and the facilities and grounds returned to their pre-rental condition prior to the end of the rental. Set-up and clean-up times must be scheduled into the reservation time.

HOLD HARMLESS: I have read, understand and agree to comply with all of the rules, regulations, policies and fees set forth by the City of Collinsville. I further attest that I will be personally responsible for any repair or damage to equipment, the facilities and grounds or for theft sustained because of the occupancy of premises. I agree to be responsible for the conduct of members of my group in and about the facilities in use, for the control and containment of noise, group participants, litter and damage beyond ordinary wear and tear which may occur while I am occupying the premises. I further agree that use of the requested facilities will be in accordance with the policies and procedures, local ordinances, and all valid laws of the State of Illinois. I agree to indemnify the City of Collinsville for any losses and/or expenses the City may incur as a result of any violation of the above rules, including the City's attorney fees and court costs.

Renter's Signature:

Date:

City Staff Signature:

Date:



125 S. Center Street, Collinsville, IL 62234
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