



349 W. Birchwood
Morton, IL 61550
Phone: (309)263-7429
Fax: (309)263-7141

Email: info@mortonparkdistrict.com
Web: www.mortonparkdistrict.com

COMMISSIONERS:

Shaun Bill
James Ingold
Tate Kaiser
Jerry Metz
Fred Remmert

Large Room: _____ Small Room: _____

Date: _____ Rental Fee: _____ PAID: _____ Deposit: _____ PAID: _____

Freedom Hall Rental Agreement

Name of Organization (if applicable): _____

Person Making Application (name): _____

Address: _____ Home Phone: _____

_____ Cell Phone: _____

Date Requested: _____ Day of Week: _____

Hours Requested: _____ Total Expected Attendance: _____

This Organization is a: Civic () Religious () School ()
Charity () Service () Commercial ()
Private () Other () explain: _____

Is this group based within the Morton Park District? Yes () No ()

If yes, approximately what percentage of the membership resides within the boundaries of the Morton Park District? _____

Do you understand that Morton Park District requires a separate, approved agreement for rentals that will involve consumption or possession of alcohol at Freedom Hall? Yes () No ()



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Will there be admission charged or merchandise sold? Yes () No ()

If yes, please explain how proceeds will be used: _____

Resident Rental Fees

(A refundable damage and clean-up deposit of \$50.00 is required for **Non-Alcohol** rentals. Depositors forfeit \$25.00 of the deposit if rental is cancelled. Depositors forfeit the full deposit amount if rental is cancelled with less than 7 days notice.)

- Morton Park District Programs & Affiliate Groups.....\$0/hr.
- In-District Chartered Non-Profit Groups.....\$40/hr. (\$240 max.)
- In-District Private Parties.....\$60/hr. (\$360 max.)
- In-District Commercial Enterprises.....\$75/hr. (\$600 max.)

Non-Resident Rental Fees

- Out-of-District Chartered Non-Profit Groups.....\$55/hr. (\$330 max.)
- Out-of-District Private Parties.....\$90/hr. (\$540 max.)
- Out-of-District Commercial Enterprises.....\$100/hr. (\$800 max.)

**Use of the small meeting room (25'x30') - \$30/hr for residents/ \$45/hr. for non-residents. (no additional charge if combined with a Large Room Rental if available).



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Hold Harmless Agreement

In consideration of the Morton Park District, extending the use of its property and facilities, the undersigned hereby agree to indemnify and to hold and save harmless said Park District from any and all claims, causes of action, judgments and liabilities of any kind, whether for property or personal injury of whatsoever nature and kind, which might arise from the undersigned's use of the property and facilities from _____ to _____. Said indemnification shall be binding on the undersigned regardless of whether or not the injured party is a member of the organization designated below, the Morton Park District itself or any other person.

We have read and will abide by the Morton Park District Freedom Hall Rental policies and agree to be responsible for any damage to Park District property caused by our group/organization and attest that the above information is true and correct.

Signed: _____ Title: _____ Date: _____



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Large Room Equipment Needed

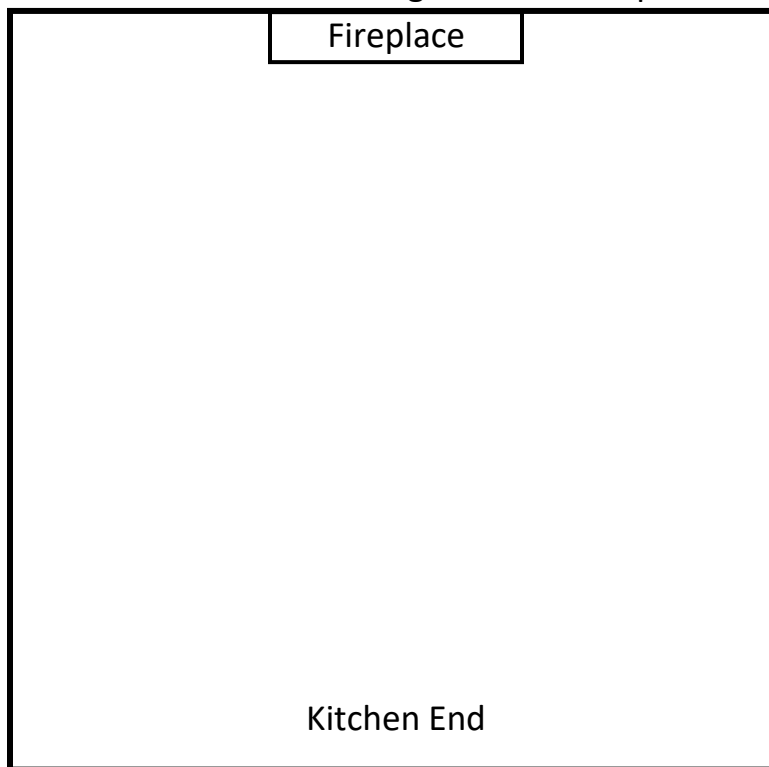
Date: _____ Open at: _____ Close at: _____

Chairs: _____ Tables: _____ Piano: _____

Lectern: _____ Extension Cord: _____ Kitchen: _____

****NO ALCOHOLIC BEVERAGES ALLOWED IN FREEDOM HALL WITHOUT A SEPARATE, APPROVED ALCOHOL AGREEMENT! NO EXCEPTIONS!****

****Please Draw a Diagram For Set-Up****



Some Suggestions: For a large group of people, it is better to place tables in straight rows rather than at a diagonal. Also, serving tables seem to work best close to the kitchen for refilling bowls, trays, etc...

Freedom Hall can be set up for approximately 135 people for a sit-down type of meal in the large room.

The smaller room can hold approximately 40 people in a sit-down type of setting. For lecture type meetings with chairs only, the hall can hold approximately 135 people.



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Small Room Equipment Needed

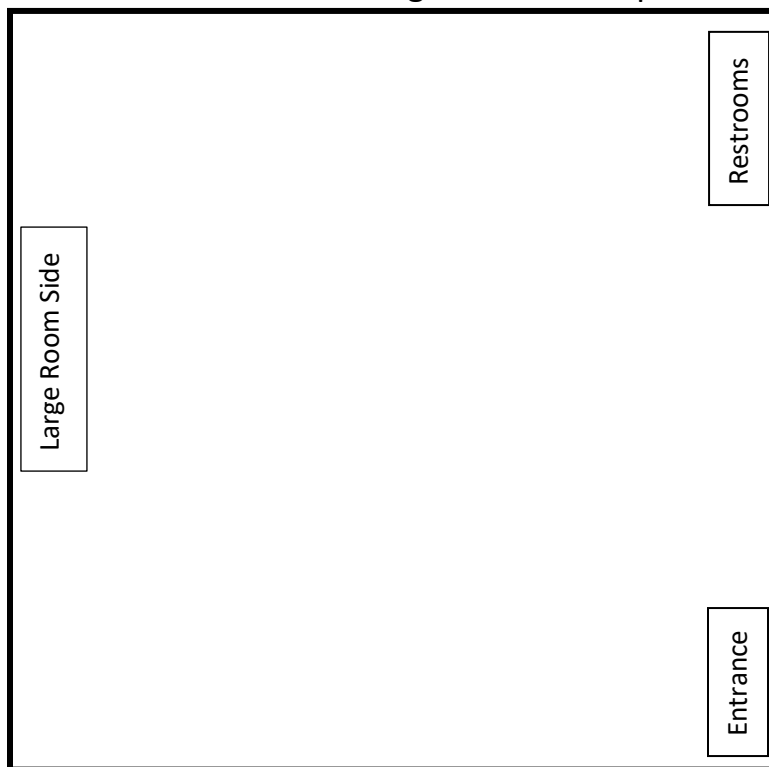
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****Please Draw a Diagram For Set-Up****



The small room can comfortably hold approximately 40 people in a sit-down type of setting.



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Freedom Hall

Freedom Hall was built as a community project that would provide a lasting tribute to our nation's 200th birthday. The beautiful facility located at 349 W. Birchwood is a testimonial to all those who dedicated their time and effort to make Freedom Hall a reality. Freedom Hall is operated and maintained by the Morton Park District and is available for rental by public and private groups. The hall contains a 40'x50' large room with a full service kitchen and a 25'x30' small room.

RULES FOR USE OF FREEDOM HALL

It is understood that all individuals, groups and organizations using Freedom Hall will comply with all ordinances and rules set forth by the Park District and all laws of the State of Illinois and ordinances of the Village of Morton.

1. A refundable damage and clean-up deposit of \$50.00 is required for ALL rentals. Depositors forfeit \$25.00 of the deposit if the rental is cancelled. The FULL deposit will be forfeited if the rental is cancelled with less than seven days' notice.
2. The group will vacate the building at the hour requested in the contract or forfeit the FULL deposit.
3. Organizations using the facility may not use it as a mailing address or storage area.
4. The person who completed the rental agreement must be in attendance at all times of the rental.
5. The person who completed the rental agreement should supervise all of their participants and leave the facility in an acceptable condition which includes taking down all decorations, disposing of all trash in the outside dumpster, clean used kitchen utensils and put them away. Please leave dish towels in kitchen as we will wash them.
6. Alcoholic beverages are PROHIBITED BY LAW without a separate, approved alcohol agreement. Violators will be prosecuted.
7. All proposed decorations on Park District property must be specified and approved in the rental contract. NO USE OF TAPE FOR DECORATIONS WILL BE ALLOWED ON THE WALLS.
8. NO SMOKING is permitted in the facility.
9. All activities shall be family-oriented and appropriate for attendance by persons of any age.



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Application Process

1. Groups desiring to rent Freedom Hall must make a formal application at the Morton Park District Office, 349 W. Birchwood or by calling the Park District at (309)263-7429.
2. Rental applications will be accepted no sooner than 12 months prior to the scheduled event. Applications must be submitted at least one week prior to the requested date.
3. All information requested by the Morton Park District must be submitted on the application and the Park District reserves the right to classify all organizations.
4. All rentals will be issued on a first-come, first-serve basis after Park District activities/programs have been scheduled.
5. An adult representative for all groups of minors must make application in person. An adult chaperone ratio of one adult per ten minors is required.
6. Proof of insurance may be required by the Morton Park District.
7. The supplying of inaccurate information in the application or violation of Park District rules will be cause for revocation of the application as well as future applications.
8. The Morton Park District is not responsible for accidents, injury, or loss of individual's property on Park District Property.
9. The Morton Park District reserves the right to deny rental or subsequent use of any of its facilities or equipment.