



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

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

COMMISSIONERS:

Shaun Bill
Kris Goergen
Tate Kaiser
Mike Kaluza
Kip Taufer

The Barn at Bull Run Wedding Rental Agreement

Name of the Event: _____

Person Making Application (name): _____

Address: _____ Home Phone: _____

_____ Cell Phone: _____

Email Address: _____

Date Requested: _____ Day of Week: _____

Hours Requested: _____ Total Expected Attendance: _____

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

I understand that The Barn at Bull Run closes at 11:00pm (Pursuant to MPD Ordinance No. 2024-1, Section XII. "a.") and all guests must exit the building by 11:00pm. _____ (initial)

I understand that Morton Park District requires a separate, approved "Alcohol Usage Application" for rentals that will involve consumption or possession of alcohol at The Barn at Bull Run. _____ (initial)

I understand that any personal alcohol brought in for rehearsal night, or morning preparation must be removed from the facility prior to the start of alcohol service provided by Clink Bar & Events or the contracted catering service. _____ (initial)



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Rental Fees

Deposit: A non-refundable deposit of \$1,000.00 is required for all wedding rentals made payable at the time of reservation. This deposit will be required to book and reserve the event date and will not be reimbursed in the event that your reservation is cancelled for any reason. The deposit will be applied to the overall rental rate.

Remaining Balance: The remaining balance must be paid in full no later than 90 days before the event date, and the balance must be paid in order to gain access to The Barn. Once the remaining balance has been paid, it is non-refundable.

Security Deposit: A \$500.00 refundable security deposit is required for all weddings and events and will be returnable to the client (s) up to two weeks after the event has been held once property has been inspected for any potential damage from the event or wedding. We request that the \$500.00 be written as a separate check and will be required at 90 days prior to the event date.

Deposit Amount Paid: _____ Date Paid: _____ Paid By: _____

Check #: _____ Credit Card: if paying with a credit card, payment will be online

Signature: _____

<u>Friday Wedding Rental Fees</u> <u>(Due at time of reservation)</u>	<u>Saturday Wedding Rental Fees</u> <u>(Due at time of reservation)</u>
<u>Resident Rental</u> Rate.....\$3,500	<u>Resident Rental</u> Rate.....\$3,500
<u>Non-Resident Rental</u> Rate.....\$7,000	<u>Non-Resident Rental</u> Rate.....\$7,000
Hours: Thursday 5pm – 9pm / Friday 7am – 11pm / Saturday 9am – 11am	Hours: Friday 5pm – 9pm / Saturday 7am – 11pm / Sunday 2pm – 4pm

_____ Resident Rate..... \$3,500

_____ Non-Resident Rate..... \$7,000

Deposit Amount Due at signing: _____

Amount due after deposit: _____

3 Months Prior To Event: _____ 3 Month Due Date: _____

*All prices are confirmed once signed, otherwise subject to change

**Late fees will be assessed if payments are not made by the 90-day deadline. Any lack of communication or late payment could result in a cancelled contract/event.



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The Barn at Bull Run

- The renter may have access to The Barn at Bull Run (unless discussed separately) on Friday 5pm – 9pm, Saturday 7am – 11pm, and Sunday 2pm – 4pm OR Thursday 5pm-9pm, Friday 7am – 11pm, and Saturday 9am – 11pm. The Barn at Bull Run hosts the Morton First Presbyterian Church Services on Sunday mornings, so we request that the renter does not arrive prior to 2pm on Sundays to clean up from the prior night. The Barn at Bull Run must be notified no later than one week before the event date of all set-up and clean-up plans.
- All personal items must be removed from The Barn at Bull Run property by 4pm on the day immediately following the event. All items left on the property after 4pm will be subject to the discretion of The Barn at Bull Run staff.
- The group will vacate the building at the hour requested in the contract or forfeit the FULL deposit.
- Any event where a D.J. is present, music is required to cease no later than 10:45pm. It is the renter's responsibility to ensure that their D.J. complies with this requirement.
- One of the Barn at Bull Run employees must be the last person to leave The Barn at Bull Run property on the night of the event.
- All tables and chairs will be set up and torn down by The Barn at Bull Run staff. Included with your rental are 6ft round tables, 8ft long tables, 6ft long tables, gift table, cake table, and buffet tables. White resin chairs are available for both the reception space as well as for the ceremony space. Both the ceremony and reception spaces can accommodate up to 250 people.
- NO SMOKING or vaping is permitted in the facility, or within 15 feet of any entrance.
- Catering is open to your choice of vendor. If the renter is using a licensed caterer, then the caterer must provide their license and proof of insurance no later than 1 week prior to the reservation date.
- All beverages (alcohol and non-alcohol) must be provided through The Barn at Bull Run.
- No food and/or beverages are allowed in the upstairs ceremony space.
- A non-refundable damage and clean-up deposit of \$1000.00 is required for **all** wedding rentals. Depositors forfeit 100% of the deposit if the rental is cancelled at any point after it has been paid.
- Organizations using the facility may not use it as a mailing address or storage area.
- _____ I understand and agree to all of the terms listed above.

Decorations

- All decoration items are the responsibility of the renter. The Barn at Bull Run will not be responsible for any set-up or tear down outside of the tables and chairs.
- If you wish to have any decorations that extend over the height of 10ft, approval from the Barn at Bull Run must be granted. If approval is granted, a licensed and insured contractor with the appropriate equipment must be used for installation and tear-down.
- _____ I understand and agree to the above statement.
- No nails, staples, or tape that has not been provided by The Barn at Bull Run staff may be used to attach or hang anything to the walls or ceiling of the building.



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- No open flames will be permitted.
- Confetti, glitter, bubbles, silly string, or other similar non-biodegradable item will not be allowed. If any of the previously listed items are used, there will be a minimum of a \$500 clean-up fee that will be assessed and applied.
- All items such as flower petals, lavender will be permitted for indoor use, and bubbles or similar items will be permitted for outdoor use.
- Both real and fake flowers are permitted for use throughout the building.
- _____ I understand and agree to the above statements regarding decorating The Barn at Bull Run.

Bar/Beverages

- All alcoholic and non-alcoholic beverages sold during the reception must be supplied through Clink Bar & Events or the contracted catering service while on the property.
- Any personal alcohol brought in for rehearsal night, or morning preparation must be removed from the facility prior to the start of alcohol service provided by Clink Bar & Events or the contracted catering service.
- Any alcohol found to be in the building during the reception that was not obtained or purchased through Clink Bar & Events or the contracted catering service will not be tolerated and will be confiscated and disposed of. The staff at The Barn at Bull Run maintains the right to ask any individuals who violate this policy to leave the property.
- _____ I understand and agree with the above policy regarding alcohol and other beverages.

Conduct

- All guests in attendance of the scheduled event are expected to avoid any and all unruly, disruptive, and inappropriate behavior. The mission of the Morton Park District is to “provide clean, safe, family-friendly parks, facilities and programs to the Morton Community. As such, all activities taking place at the Barn at Bull Run must be family friendly.
- The Barn at Bull Run staff reserves the right to ask anyone to leave the property if they are becoming disruptive or overly intoxicated. Children must always be in the presence of a responsible adult while on The Barn at Bull Run property.
- _____ I understand and agree to the above policy regarding guest conduct.



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Drunkenness & Intoxicating Liquors

No intoxicated person shall enter, be or remain in the Park System. No person shall bring within, sell, give away or drink any intoxicating liquors in the Park System except in those areas and facilities designated by the Executive Director and the Board. The Barn at Bull Run Park and Freedom Hall have been designated by the Board for individuals to bring and drink intoxicating liquors. An "Alcohol Usage Permit" shall be completed by any renter prior to bringing or drinking intoxicating liquors on these premises. The Barn at Bull Run has been designated by the Board for individuals to drink intoxicating liquors during "Private Rentals". Prior approval and an appropriate permit must be obtained from the Executive Director prior to any rental, event or gathering where alcohol will be present.

_____ I understand and agree to the above policy regarding drunkenness and intoxicating liquors.

Clean Up

The person who completed the rental agreement should supervise all their participants and leave the facility in an acceptable condition which includes taking down all decorations, disposing of all trash in the outside dumpster the night of the event, and clean used kitchen utensils and put them away. Please leave dish towels in kitchen as we will wash them.

_____ I understand and agree to the above policy regarding trash and clean up

Promotional Approval

____ yes ____ no The Barn at Bull Run has my permission to use pictures taken during my event for marketing materials and any webpage affiliated to business (Facebook, website, etc...)

Cancellation Policy

Renter Initial: _____

In the event that the event needs to be cancelled, no cancellation fees will apply. Any payment made (deposit or balance) is non-refundable.



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Event Host Information/Couple Information

Name: _____ Phone: _____

Name: _____ Phone: _____

Email: _____

Mailing Address: _____

*Your marriage license will need to be obtained at the Tazewell County Clerk, 11 S. 4th St., Pekin, IL 61554

Thank you for choosing The Barn at Bull Run for your special day!

Payton Aggen

Phone: 309-263-7429 ext.6 Email: barnrentals@mortonparkdistrict.com

BY SIGNING BELOW, YOU AGREE TO THE TERMS LISTED IN THIS CONTRACT

(SIGNATURE AND DATE)

(SIGNATURE AND DATE)



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ASSUMPTION OF RISK AND WAIVER OF LIABILITY

In consideration for the participation of the below-referenced individual (the "participant") or individuals ("participants") in the booked rental set forth below and entry into and use of Morton Pool, Morton Recreation Center, Freedom Hall, Barn at Bull Run and/or any other Park District park(s) and/or facilities, I hereby release, covenant not to sue, discharge, and hold harmless the Park District, its Commissioners, employees, agents, contractors, insurers, attorneys and representatives, on behalf of myself and the participant(s), from and for any claims for any injury or damage to myself and/or the participant(s), including, but not limited to, personal injury, disability, death, illness, damage, property damage, loss, claim, liability, or expense, of any kind, that I or the participant(s) may experience or incur in connection with my or the participant(s)' attendance of and/or participation in Park District programs and/or use of Park District facilities, specifically including, but not limited to, the Park District program(s) set forth below and the use of the Morton Pool, Morton Recreation Center, Freedom Hall, Barn at Bull Run and/or any other Park District park(s) and/or facilities therefor ("Claims"), including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto.

I understand and agree that this assumption of risk, waiver and release includes and covers, but is not limited to, any Claims of myself and the participant(s) based on the actions, omissions, or negligence of the Park District, its Commissioners, employees, agents, contractors, insurers, attorneys and/or representatives.

In consideration for the participation of the participant(s) in the booked rental set forth below and entry into and use of the Morton Pool, Morton Recreation Center, Freedom Hall, Barn at Bull Run and any other Park District park(s) and/or facilities, I acknowledge and voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself and/or the participant(s), on behalf of myself and the participant(s), including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense, of any kind, that I and/or the participant(s) may experience or incur in connection with my or the participant(s)'s attendance of and/or participation in Park District programs and/or use of Park District facilities, specifically including, but not limited to, the booked rental set forth below and the use of the Morton Pool, Morton Recreation Center, Freedom Hall, Barn at Bull Run and/or any other Park District park(s) and/or facilities therefor.

By signing this assumption of risk, waiver and release agreement, I agree for myself and/or for the participant(s) to follow all federal and state laws and regulations and all Park District rules and regulations ("Federal and State Regulations and Park District Rules") while participating in, attending and/or spectating at Park District programs and rentals, including, but not limited to, participating in, attending and/or spectating at the booked rental set forth below and using the Morton Pool, Morton Recreation Center, Freedom Hall, Barn at Bull Run and other Park District park(s) and/or facilities therefor.

I further understand and acknowledge that the Park District may immediately revoke my and/or the participant(s)' attendance at and/or participation in the booked rental set forth below or any other Park District program and/or my or the participant(s)'s use of the Morton Pool, Morton Recreation Center, Freedom Hall, Barn at Bull Run and/or any other Park District park(s) and/or facilities, at any time, for violation of and/or failure to follow and adhere to the Federal and State Regulations and Park District Rules.

RELEASE AND HOLD HARMLESS AGREEMENT

In consideration of the Park District accepting the participant(s) for this booked rental, I hereby for myself, the participant(s) and the heirs, executors and administrators of myself and the participant(s), waive and release any and all rights, claims or causes of action which I and/or the participant(s) may have against the Park District for any loss, damage or injury arising out of any activity booked on Park District property. If a participant is a minor, I do further agree to indemnify and hold harmless the Park District, its Commissioners, officers and employees, from any claim for any loss, damage or injury sustained by the minor, including reasonable attorney fees incurred in defense thereof. No participant herein has any physical disability which would prevent him/her from participating in this booked rental or which would be aggravated by participation in this booked rental. I and the participant(s) understand that no medical insurance is provided for rental participants, and I and the rental participant(s) agree to accept full responsibility in case of an injury. **I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS ABOVE-REFERENCED ASSUMPTION OF RISK, WAIVER AND RELEASE, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE AND RELEASE THE RIGHTS OF MYSELF AND THE PARTICIPANT(S) CONCERNING LIABILITY AS DESCRIBED ABOVE, ON BEHALF OF MYSELF AND THE PARTICIPANT(S).**

Printed Name: _____

Signature: _____

Date: _____