



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 ()

Do you understand that Morton Park District requires a separate, approved agreement for rentals that will involve consumption or possession of alcohol at The Barn at Bull Run?

Yes () No ()

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.



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

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

Signature: _____

Friday Wedding Rental Fees (Due at time of reservation)

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

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

Hours: Thursday 5pm – 9pm / Friday 7am – 11pm / Saturday 9am – 11am

Saturday Wedding Rental Fees (Due at time of reservation)

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

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

Hours: Friday 5pm – 9pm / Saturday 7am – 11pm / Sunday 2pm – 4pm

*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.

_____ Resident Rate, \$3500

_____ Non-Resident Rate, \$7,000

Deposit Amount Due at signing: _____

Amount due after deposit: _____

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



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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 Sunday after the event. All items left on the property after 4pm will be subject to the discretion of The Barn at Bull Run staff.
- 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.
- The Barn at Bull Run is a non-smoking facility.
- 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.
- _____ I understand and agree to all of the terms listed above.
- All consumable products must be paid in full before departing the property on the date of the event.
- _____ I understand and agree to pay for all consumable items before departing the property on the date of the event.

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.
- _____



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- 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.
- No open flames will be permitted.
- No confetti, glitter, 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 \$200 clean-up fee that will be assessed and applied.
- All items such as flower petals, lavender, or bubbles will be permitted for 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 The Barn at Bull Run and the contracted bartender while on the property.
- Any alcohol found to be on the property that was not obtained or purchased through The Barn at Bull Run 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. Children must also be always 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. McClallen Park has been designated by the Board for individuals to drink intoxicating liquors during the "Morton Community Independence Day Celebration". 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 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.

_____ 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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RULES FOR USE OF THE BARN AT BULL RUN

It is understood that all individuals, groups and organizations using The Barn at Bull Run 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 non-refundable damage and clean-up deposit of \$1000.00 is required for **all** rentals. Depositors forfeit 100% of the deposit if the rental is cancelled at any point after it has been paid.
2. The Barn at Bull Run staff is responsible for the setting up of tables and chairs for their own rental.
3. The group will vacate the building at the hour requested in the contract.
4. Organizations using the facility may not use it as a mailing address or storage area.
5. The person who completed the rental agreement must be in attendance at all times of the rental.
6. The person who completed the rental agreement should supervise all of their participants and leave the facility in an acceptable condition.
7. All proposed decorations on Park District property must be specified and approved in the rental contract. **NO USE OF TAPE, NAIL, OR STAPLES FOR DECORATIONS WILL BE ALLOWED ON THE WALLS, CELINGS, OR RAFTERS.**
8. **NO SMOKING** is permitted in the facility.
9. All activities shall be family-oriented and appropriate for attendance by persons of any age.

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 Email: barnrentals@mortonparkdistrict.com



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

(SIGNATURE AND DATE)

(SIGNATURE AND DATE)

ASSUMPTION OF RISK AND WAIVER OF LIABILITY

In consideration for the participation of the below-referenced individual (the "participant") or individuals ("participants") in the Morton Park District (the "Park District") program(s) set forth below and entry into and use of 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 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 Park District program(s) set forth below and entry into and use of 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 Park District program set forth below and the use of the 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, including, but not limited to, participating in, attending and/or

spectating at the Park District program set forth below and using the 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 Park District program(s) set forth below or any other Park District program and/or my or the participant(s)'s use of the 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.



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RELEASE AND HOLD HARMLESS AGREEMENT

In consideration of the Park District accepting the participant(s) for this program, 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 sponsored by the Park District. 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 program or which would be aggravated by participation in this program. I and the participant(s) understand that no medical insurance is provided for program participants, and I and the 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: _____