

**VILLAGE OF FISHER
COMMUNITY CENTER**
100 E. School Street, Fisher, IL 61843

Phone (217) 897-1180

Email: fishervillageoffice@gmail.com

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RENTAL SPACE FEATURES AND FEES

Tables & Chairs: Tables and chairs are provided.
 Available equipment includes:
 25 6-ft rectangle tables
 18 5-ft round tables
 144 chairs

Availability: Monday through Friday beginning at 7:00 A.M.

Rental Fee: All day Saturday and Sunday
 \$200.00 for Village of Fisher residents
 \$800.00 for Non-residents

 \$200.00 Security Deposit for Village of Fisher Residents
 \$400.00 Security Deposit for Non-residents

RENTAL PROCEDURES

- 1) Rental information is available on the Village of Fisher website (www.fisher.il.us) under the “Utilities/Services” tab. Information may also be obtained from the Village office at 100 E. School Street, by calling (217) 897-1180, or emailing the Village Manager at fishervillageoffice@gmail.com. Office hours are 8:00am to 3:00pm, Monday through Thursday.
- 2) Complete Rental Application Form and submit to the office along with rental fee and deposit. Fees may be paid by cash or check payable to Village of Fisher. Applications may be submitted:
 - a) In person to the Village office located at 100 E. School Street
 - b) Via email to fishervillageoffice@gmail.com (payments mailed separately)
- 3) Receipt of the completed, signed Rental Application and Security Deposit are required to hold the reservation.
- 4) A Security Deposit of \$200.00 is required. The deposit is refundable if facilities are properly cleaned by the renter following the event and no damage to the facilities or equipment has occurred, and the event ends at its scheduled time.
- 5) Reservation cancellations must be received by the Village at least 14 days prior to single-day events and at least 30 days prior to multiple-day events or the rental fees paid will be forfeited. Upon timely cancellation, any rental fees and deposit paid by the renter will be refunded.

POLICIES

Facility Use

- 1) The renter must be at least 18 years of age. If alcohol is to be served in conjunction with the event, the renter must be at least 21 years of age. The renter must be physically present on site at all times during the event. All guests shall enter and leave through the West doors.
- 2) Maximum capacity: 200
- 3) No smoking is permitted inside the building. Drugs are prohibited in the building and on any Village of Fisher property.
- 4) The use of thumb tacks, nails or other forms of pointed fasteners to hang decorations by direct attachment to painted, wood, or plaster walls is prohibited unless approved by Village staff. Additionally, renter will be responsible for the removal of any decorations and debris at the conclusion of the rental period. Glitter, confetti, and free-standing candles (without container or stand) are not permitted to be used in the facility.
- 5) Musical groups, including DJs, must stop playing by midnight, or as otherwise determined by Village committee.
- 6) Alcoholic beverage consumption on the premises by renter and renter's guests in conjunction with a permitted function may, in the Village's discretion, be approved by the Village only under the following circumstances:
 - a) The renter must be 21 years of age or older and must be physically present on site at all times during the event.
 - b) Alcohol consumption must be indicated on the rental application form.
 - c) The renter must have homeowner's insurance or dram shop insurance applicable to the renter, and proof of insurance must be submitted to the Village with application.
 - d) All persons consuming alcoholic beverages must be 21 years of age or older.
 - e) No alcoholic beverages or containers are permitted outside of the building except on the north patio area.
 - f) The use and consumption of alcoholic beverages must comply with all provisions of Illinois laws.
 - g) Neither the renter nor any other person may sell alcoholic beverages to guests unless appropriate state and Village licenses are available and obtained by the renter prior to the event.
 - h) The renter will cease serving alcoholic beverages and/or require intoxicated guests to leave the premises if directed to do so by any Village official or law enforcement officer.
- 7) Village personnel and law enforcement officers have access to the Fisher Community Center, including the facilities used by the renter, at all times.

Renter Responsibilities

- 1) Any group or individual renting the facility assumes liability for any and all damage to the building and/or equipment during the period of use.
- 2) The Village assumes no responsibility for any personal property, equipment, or furniture brought into the building by the renter or the renter's guests.
- 3) The renter is responsible for knowing and abiding by all ordinances and laws set forth by the Village of Fisher, Champaign County, and the State of Illinois.
- 4) In the event the renter or any of his/her guests either a) violate any of the conditions set forth above or below or b) exhibit behavior deemed by the Village of Fisher staff to be disruptive, such behavior shall constitute a breach of the rental agreement and the renter and his/her guests will be required to vacate the premises. In this situation, the Village shall be entitled to retain all rental fees and deposits paid under the rental agreement as liquidated damages.
- 5) The renter is responsible for leaving the facility (including the kitchen area and bathrooms) in the same condition it was upon rental. This includes:
 - a) Removing all personal possessions, including materials used for securing decorations and items in the refrigerator
 - b) Collecting all trash in the bags provided and disposing of bags in the receptacle located at the north end of the east side parking lot
 - c) Cleaning up any wet spills or food on the floors
 - d) Picking up and disposing of any refuse from the parking lot and grounds
 - e) Cleaning off tables and chairs, returning tables and chairs to designated storage spaces, sweeping the floors & spot mopping spills
- 6) Village personnel will review the condition of the facility after the completion of the rental period. Failure to comply with the renter responsibilities stated in #5 above will result in the loss of all or part of the security deposit. This deposit will also be utilized for any damage to equipment or the facility itself. If damages exceed the amount of the deposit, the renter will be billed accordingly.
- 7) The renter and his/her guests are required to vacate the premises when the permitted time expires. The renter shall be the last to leave the facility, and shall be responsible for ensuring that all doors are locked and secured.

Security Deposit Refunds

- 1) Deposit is refundable if facilities are properly cleaned by the renter following the event, no damage to facilities or equipment has occurred, and the event ends at its scheduled time
- 2) Deposit, less any appropriate amount for damage caused or extra time used, shall be paid by the Village within a reasonable time after the rental. Deposits paid in cash will be returned within 7 working days; checks will be refunded within 30 working days.