



# Full Day Private Rental Contract

1300 24th Street Rock Island, IL 61201

(563)265-2753 director@haubergcenter.org www.haubergcenter.org



## CLIENT INFORMATION

Renter Name(s):	Name of Business/Organization:
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Names of parties getting married (if applicable) :

Address:	Apt/Unit/Suite:
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City:	State:	Zip Code:
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E-mail Address:

Home Phone:	Cell:	Work/Business:
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## EVENT INFORMATION

Event Type:  Wedding Ceremony  Wedding Reception  Bridal Shower  Baby Shower  Birthday Party  
 Anniversary  Graduation  Family Reunion  Business Meeting  Other \_\_\_\_\_

## RENTAL RATES

Maximum Capacity on the 1st floor is 150 at one-time. Open house-style events may accommodate larger guest counts. Additional space is available on the 2nd floor. Prices are subject to change at any time for any reason, unless signed contract is in place.

### FULL DAY HOUSE RENTAL (includes 1st & 2nd floor • \$250 Damage Deposit required)

\$1500 for 8 hours (+ \$125 per add'l hour). For 8 consecutive hours—may not split up.

Includes:

- Setup/Teardown Service
- Linens for all tables

Day(s) of Week: \_\_\_\_\_ Date(s) \_\_\_\_\_

Rental Times (include set-up and tear-down):

Arrival Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Total Hours: \_\_\_\_\_

**Renters may not enter the facility prior to their contracted rental time nor remain in the facility past it.** Time needed for decorating, event preparation and clean up must be included as part of the total number of hours rented. Hauberg staff will not open the facility earlier than the time stated on signed contract and has the right to shut down events that continue past the end time stated on signed contract. Renters that remain in the facility past the end time stated on signed contract will be billed at 2x the regular hourly rate for their event. A valid credit card must be provided at the time of booking to pay for refundable damage deposit and any additional fees incurred on day of rental, including charges for over-staying past the contracted rental time which exceed the amount of the damage deposit.

Estimated Number of Attendees/Participants: \_\_\_\_\_

It is the responsibility of the renter to notify Hauberg Estate if the guest count at time of their event will exceed the number stated on the contract. If the guest count at the time of the rental is significantly higher than stated on the contract or exceeds the maximum capacity allowable by law, Hauberg Estate reserves the right to immediately shut down event with no event fees refunded.

Do you plan to use amplified sound outdoors?

No  Yes Requires Rock Island Park Board permission. Requests to use amplified sound outdoors must be submitted to Hauberg Estate no later than 30 days prior to an event in order to be presented to the park board. All amplified sound must be turned off by 10:00pm.

Additional Event Details:

How did you hear about us?	Honoree/Your Relation to Them:
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## EVENT SPECIFICATIONS

### ALCOHOL: Do you wish to have alcohol at your event?

No  Yes → Alcohol may be purchased through Hauberg Estate only and must be served by Hauberg staff (see price list). Renters and guests may not bring in or serve their own alcohol. Final guest count and alcohol order must be received by Hauberg Estate and paid in full no later than 30 days before the event. All alcohol must remain inside the mansion, unless pre-approved by Hauberg management. Hauberg staff reserves the right to stop serving guests at their discretion, ask an unruly guest to leave or shut down any event in which guests are acting inappropriately. Renters are responsible for informing all guests of Hauberg policies. Any outside alcohol that is brought into the facility or onto the grounds will be confiscated and the renter will be charged \$100 for each incident.

### FOOD: Are you serving food at your event?

No  Yes →  Providing on own  Catered, by \_\_\_\_\_  
(Please ask your caterer not to arrive before your rental period begins.)

Checking 'Yes' indicates you understand you are responsible any damages caused by you or your caterer. There is no automatic garbage disposal in the kitchen sink. If using flame-heated warming trays, you are responsible for protecting the surfaces beneath.

**Do you plan on using Hauberg's serving ware?**  No  Yes → Renters may use serving ware (punch bowls, platters, pitchers & kitchen utensils). Checking 'Yes' indicates you understand you are responsible for washing and returning all serving ware to its proper location. You are also responsible for any damaged or broken dishes that you handle. Plates, glasses & flatware may only be used if *Place Settings* are rented (see below).

### CHAIRS, TABLES, ARCH & OTHER EQUIPMENT USE: Will you be using any of the items below? No Yes

5' Round Tables (seats 8) # \_\_\_\_\_  6' Rectangle Tables (seats 8) # \_\_\_\_\_  3' Square Tables (seats 4) # \_\_\_\_\_

Chairs # \_\_\_\_\_  Arch  Portable Screen  TV/DVD Player  Decorations (see price list)

Other: \_\_\_\_\_

Checking 'Yes' indicates you understand you are responsible for any damage that occurs to any of the items you use. Items that have been used outdoors must be wiped clean of any dirt or debris.

### Please describe how tables, chairs and any other equipment should be set up in the room(s) you have rented:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### LINENS (included with this rental package): Will you be using any of Hauberg's Linens? No Yes

Dining Table

5' Round Tables (floor length):  6' Rectangle Tables  3' Square Tables  Chair Covers (floor length)

White # \_\_\_\_\_  White # \_\_\_\_\_  White # \_\_\_\_\_  Gold # \_\_\_\_\_

Ivory # \_\_\_\_\_  Ivory # \_\_\_\_\_  Ivory # \_\_\_\_\_

Checking 'Yes' indicates you understand you are responsible for any permanent damages that occur to linens that you use.

### OTHER OPTIONS. *Additional fees apply. See separate price list.*

Outdoor Setup/Teardown  White Rectangle Arbor

### PLACE SETTING RENTAL: Will you be renting Hauberg's Place Settings ? No Yes

Includes set up of full place settings for each guest (plates, flatware, glasses, napkins, etc. – see checklist) as well as clearing and washing rented items following event. Please inform hired caterers that you will be using Hauberg's place settings. Place settings must be ordered and paid for no later than 30 days before the event.

## ACKNOWLEDGEMENT OF RENTAL POLICIES

Applicant agrees to all Hauberg Estate Rules & Regulations listed on this contract (pages 1-3) and agrees to all terms and fees listed below:

- Rock Island Fire Department prohibits the use of candles, sparklers, fireworks, and pyrotechnics.
- **NO open flames or real candles** are allowed inside the building. Battery-operated, LED candles are permitted.
- **NO tape, nails, screws or staples of any kind** (including "Command" strips) may be used to attach decorations to any part of the house.
- **Tables & chairs must be carried (not dragged or rolled)** across the floors. Damage to the wood floors will result in forfeit of damage deposit.
- Renter **may not move permanent furniture** themselves, but may request in advance to have certain items moved by Hauberg staff, if needed.
- Renter **may not touch or move artwork** for a photo shoot or any other reason.
- **Alcohol may be ordered only through Hauberg Estate & served by Hauberg staff. Renters and guests may not bring in or serve their own alcohol.**
- **Music may not be played outside without a sound permit** (please ask Hauberg staff how to obtain permission) .
- Piano maybe used in 'as is' condition by those who are trained to play. Children who are not performing may not play piano.
- All items used must be cleaned and returned to proper storage areas by Renter, leaving rooms in the condition in which they were found.
- Renter is responsible for washing and putting away any dishes used (except for paid place settings).
- Renter is responsible for removing all decorations and personal items following event.
- Renter must bag all trash and place it in kitchen.
- Any spills must be reported and cleaned up immediately.
- Gum is not allowed.
- Rice, silly string, etc. may be used outside with prior approval, and must be cleaned up by Renter.
- Renter may not open windows when air conditioning is on or change settings on air conditioner.
- Fire doors must remain closed and may not be used, except in case of emergency.
- For room rentals, event set up must remain in the room rented. Guest are welcome to walk through the other rooms, if not occupied.
- Children under age 18 must be supervised at all times. Running and roughhousing inside the mansion are not allowed.
- Hauberg Center is a non-smoking facility, including the gardens.
- Renter is responsible for any damage, vandalism or theft occurring during the rental period, and any charges incurred as a result.
- Renter and attendees acknowledge and accept risks inherent in the use of Rock Island Parks and Recreation Department services and facilities. A signed contract hereby releases the Department from all claims and liabilities for personal injury or loss of property.
- Renter is responsible for sharing this information with all guests and responsible for guest behavior while on property.

**I do solemnly swear (or affirm) that all answers given and statements made on this contract are full and true to the best of my knowledge and beliefs. I have received, read and I agree to the terms of the event, facility rules and rental fees/due dates and agree to abide by them. If renting as an organization, the undersigned has full authority to represent the sponsoring organization:**

Name of Renter: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

## PAYMENT AGREEMENT

**Refundable damage deposit** is required for all rentals (if no damages are incurred during the rental, the deposit will be mailed to the address on the front of this contract or refunded to the credit card provided, following the rental). All applicable rental fees are due no later than **30 days before** event date. Failure to submit fees in time may result in denial of rental. **CANCELLATION POLICY:** At least **60 days notice** is required to cancel a rental and receive a refund of fees paid to-date (less \$50 cancellation fee). No refunds will be given for cancellations that occur less than 60 days before a rental. Rentals that are booked less than 60 days in advance of an event will not be refunded, if cancelled.

**TO BOOK YOUR DATE, SUBMIT COMPLETED CONTRACT WITH AT LEAST 50% OF TOTAL FEE** (All other applicable fees, including linens, permits & setup/teardown fee, are due no later than 30 days before the event). Bookings are accepted by mail, in person or by phone. If you would like to make an appointment to come to the building, please call or email to arrange a time.

Rental Fee for \_\_\_\_\_ hours: \$   
(see page 1 for rates)

Refundable Damage Deposit: \$   
 House (\$250)    Room (\$150)  
*\*Valid Credit Card Required* →

Outdoor Set Up/Tear Down: \$   
(see price list)

Place Setting Rental \$   
(see price list)

Other Items Rented \$   
(see price list)

Alcohol Order: \$   
(see price list)

**Total Due:** \$

**1st Payment: (50% due at booking)** \$   
 Check \$ \_\_\_\_\_    Credit Card \$ \_\_\_\_\_

**Remaining Balance Due:** \$   
 by \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (All other fees, including linens, permits & setup/teardown fee)

**PAYMENT INFORMATION:**

Check # \_\_\_\_\_ enclosed for \$ \_\_\_\_\_

Credit Card to be processed for \$ \_\_\_\_\_

\_\_\_\_\_  
 Card Holder (print name)

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Card Number  
 Exp. \_\_\_\_\_ CVC \_\_\_\_\_ Zip Code \_\_\_\_\_

### OFFICE USE ONLY

Contract Received By \_\_\_\_\_ Date \_\_\_\_\_  Rental added to calendar

Processed By \_\_\_\_\_ Date \_\_\_\_\_



# Photography Release

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Whenever possible, we like to use photos from our events and rentals in our marketing to help us bring in new business. Some marketing examples are the Rock Island Parks & Recreation Guidebook, flyers, postcards, brochures, the City of Rock Island website, the Rock Island Parks and Recreation Facebook page and the Friends of Hauberg Facebook page. Any photos we take, with permission, are used expressly for our marketing purposes and are never sold or redistributed to a 3rd party. Our renters and event attendees' names and contact information will always be kept private.

Please place a check mark next to the appropriate answer:

\_\_\_\_\_ YES, I will allow Hauberg Estate staff to take pictures of my event to be used for marketing purposes.

\_\_\_\_\_ NO, Please do not take any pictures of my event.

Event Date & Time: \_\_\_\_\_

Name of Renter: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_