ORLAND PARK METROPOLITAN EXPOSITION, AUDITORIUM AND OFFICE BUILDING AUTHORITY
Civic Center License (Use) Application and Agreement
14750 S. Ravinia Avenue, Orland Park, IL 60462
(708) 403-6200

(NOTE: The Civic Center Hours Are: Monday through Thursday: 8:00 a.m. to 10:00 p.m.
Friday 5:00 p.m. to 11:00 p.m., Saturday 8:00 a.m. to 11:30 p.m. and Sunday: 8:00 a.m. to 10:00 p.m.)

Name of group: **Date:**

Contact person:

Home phone: **Work Phone:**

Address: **City:** **Zip:**

Day and time required:

Annex: Estimated Attendance: Half: ☐ Whole: ☐

Exhibition Room: Estimated Attendance:

Rotunda: Estimated Attendance:

Serving Alcohol: ☐ No **Liquor License:** Yes ☐ No ☐

☐ Cash Bar **Certificate of Insurance:** Yes ☐ No ☐

☐ Open (free) Bar **Will there be admission fees charged?** Yes ☐ No ☐

LIABILITY FOR THE SALE, DELIVERY OR CONSUMPTION OF ALCOHOLIC BEVERAGES

PLEASE BE ADVISED that the ORLAND PARK METROPOLITAN EXPOSITION, AUDITORIUM AND OFFICE BUILDING AUTHORITY ("AUTHORITY") assumes no liability for the sale, delivery, or consumption of any alcoholic beverages that may be sold or delivered by Licensee on Authority property. Upon the execution of this agreement to use the Orland Park Civic Center where alcoholic beverages will be delivered or sold, the Licensee shall provide, at its or their sole cost and expense, liquor liability insurance in the maximum amount provided by law and shall obtain a liquor license from the Village of Orland Park.

Said Licensee agrees to indemnify and hold harmless the Authority, its officers, employees and agents, from any action, claim, or suit, including attorneys' fees, that may arise from the sale, delivery or consumption of any alcoholic beverages.

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE.

Signature_____ Date_____

DESCRIPTION	AMOUNT	AMOUNT PAID	AMOUNT DUE	DATE PAID
Room Rental	$0.00		$ 0.00	
# of People ($1 p.p):	$ 0.00		$ 0.00	
Security Deposit	$0.00	$0.00	$ 0.00	
Damages			$ 0.00	
Total	$ 0.00	$ 0.00	$ 0.00	

Cash ☐ Check ☐

Check No. **Final Balance** **$ 0.00**

NOTES (Office use only)

(We) have read, understand and agree to fully abide by the Rules and Regulations of the Authority attached hereto and made a part hereof.

Date:

Signature:

ORLAND PARK METROPOLITAN EXPOSITION,
AUDITORIUM AND OFFICE BUILDING AUTHORITY
RULES, REGULATIONS AND PROCEDURES FOR USE
(LICENSE) OF THE ORLAND PARK CIVIC CENTER

NOTE: As used herein, the term "Authority" refers to the Orland Park Metropolitan Exposition, Auditorium and Office Building Authority and the term Licensee refers to the person, firm, organization or corporation using the Orland Park Civic Center.

1. Written application must be made on the form provided by the Authority and signed by the adult assuming responsibility who is 21 years of age or older. Inaccurate information will result in cancellation of the permit and loss of license fee(s) and/or deposit(s).

2. Payment in full of the license fee(s) is due no less than thirty (30) days in advance of the reserved date. A security deposit is due at the time of application . (See fee schedule for details). Payment for any additional equipment or services required by the Applicant/Licensee shall be due upon ordering the same. There is a ONE DOLLAR ($1.00) per person service charge when food is to be served on the premises. This amount is due and payable no less than 30 days prior to the scheduled event.

3. Cancellation of reservation more than six (6) months before the rental date will result in a refund of the original deposit. Cancellation of reservation with less than six (6) months' notification will result in a forfeiture of the entire security deposit. However, if the Civic Center is subsequently reserved by another applicant on that date, the remaining deposit, minus a $25 service charge, will be returned to the original applicant.

4. Equipment requests must be made at the time of application. The following equipment is available upon request: 100 Cup Coffee Pots, Tables, Chairs, Podium, and Microphone.

5. Licensee may use Authority parking facilities adjacent to the Civic Center for parking of motor vehicles during the scheduled event.

6. The Civic Center building and all rooms shall be left in a clean, undamaged and orderly condition. If not, a total or partial loss of deposit will be incurred.

7. The Licensee assumes full responsibility for any damages to the Civic Center building and its facilities as a result of careless or negligent behavior during Licensee's use of the Civic Center. Breakage or loss, if any, will be repaired or replaced by Licensee promptly. If the Authority repairs or replaces property, the Licensee will be responsible for the cost of materials and labor. If damages exceed the amount of the initial deposit, the Licensee shall assume full responsibility for the additional amount and any attorney's fees of the Authority which may be incurred by the Authority due to Licensee's actions.

8. Space will be assigned on first come, first served basis. The Authority reserves the right to have priority usage. Permission to use the facility may be denied to any group that is disorderly or violates these Rules and Regulations.

9. Every Licensee must agree to abide by all Village of Orland Park codes and ordinances, and the Authority's rules, regulations and procedures in force from time to time which may pertain to the use of the Civic Center.

10. Adequate adult supervision, as determined by the Authority, must be provided at all times. Licensee may be required to employ officers of the Orland Park Police Department or other security agencies approved by the Authority.

11. Alcoholic beverages shall neither be delivered to nor consumed by anyone under the age of 21 in or on the grounds of the Civic Center. There shall be no use of controlled substances in or on the grounds of the Civic Center.

12. At any gathering where minors are present not in the company of a parent or guardian there must be at least one adult (21 years of age or older) present who shall be responsible for supervising up to six (6) of said minors. Each Licensee must supply the names, addresses, phone numbers and ages of the supervising adults to the Authority one week prior to the date of the function or use of the Civic Center shall be denied. (This Rule shall not apply to an authorized school function.)

13. Occurrence of criminal activity at the Center or violation of one or more of the Rules herein set forth, shall be cause for the Authority, or its designee, to cancel the function and to dismiss the attendees. The Authority may deny future rights to use the Civic Center to any attendee and/or Licensee involved in the prohibited conduct, after providing opportunity for such person(s) to appear before the Authority to be heard.

14. The person signing the License (Use) Agreement shall have the ultimate responsibility for the conduct of the attendees at each function and shall be responsible for any damages to the Civic Center as provided elsewhere in these Rules and Regulations.

15. Licensee must confine use and attendees to the room(s) reserved. Licensee may not use other rooms in the building without prior permission or reservation.

16. No attachments are to be made to the walls, floor or equipment without prior written consent of the Authority. If approval is given, only masking or painters tape is allowed. ***No confetti of any kind is permitted. Staples are not permitted to attach table cloths to tables.***

17. Licensee must ask the custodian or staff member on duty any questions regarding problems concerning heat, light, sound, etc. Do not adjust meters or thermostats.

18. There will be no additional charge for the Licensee to serve alcohol when space is reserved in the Civic Center. However, the Licensee may need to obtain a liquor license from the Village of Orland Park and file a copy thereof with the Authority. In addition, the Authority must be named as additional insured on the Licensee's liquor liability insurance policy.

19. ***Smoking is prohibited in the Civic Center.***

20. Licensee shall be fully responsible for any death, personal injury or property loss or damage occurring during or resulting from Licensee's use of the reserved Civic Center premises. The Licensee agrees to fully indemnify and hold harmless the Authority, its officers, employees and agents from any claim, demand, cause of action or suit (including attorney's fees and all costs of investigation and defense) in any way resulting from or occurring during Licensee's use of the Civic Center, including all adjacent parking or other facilities. Every Licensee using the Civic Center facilities for a commercial purpose (excluding Licensee's personal use for an occasion such as a wedding reception, family reunion, etc.) shall obtain, effective from the effective date of the License, and shall keep in force and effect during the term of the License, liability insurance providing the following minimum coverage: commercial general liability insurance in the amount of $1,000,000 combined single limit per occurrence and in the aggregate for bodily injury and property damage. The insurance required hereunder shall be placed with companies which are reasonably acceptable to the Authority, and certificates of insurance and a copy of each policy of insurance shall be deposited with the Authority. Said certificates and insurance policies shall provide that, for the duration of the License the insurance coverage not be canceled, expire or be changed as to the amount of coverage until after written notification thirty (30) days in advance to the Authority. In addition, said certificates and policies shall list the Authority, its officers, agents and employees as additional insureds on a primary basis, and non-contributory.

21. The Directors of the Authority, or their designee, may establish, from time to time, rules and regulations for the reasonable use of the Civic Center without prior public notice. Such rules and regulations shall be based on a due regard for the purpose for which the Civic Center is established and the safety of those using the Civic Center, supervisory personnel and the general public.