

## POLICIES, PROCEDURES AND FEES FOR “BARN” RENTAL

Persons or organizations using Village of Hawthorn Woods facilities must:

- Submit a written “Application For Use of “The Barn” to the Village Clerk no later than 30 days prior to the function
- Indemnify and hold harmless the Village of Hawthorn Woods from any claim by any person for an occurrence at the function by completing an “Indemnification Agreement”
- Guarantee repair or replacement of any Village property damaged by any person participating in the function

The application must be accompanied with the appropriate fee as determined from the following schedule of fees:

Barn Usage Fee:

**Rental – Single Use**

- Resident \$150.00
- Non-Resident \$250.00

**Rental – Multiple Days**

- Resident \$150.00 plus \$10.00 per day\*
- Non-Resident \$250.00 plus \$10.00 per day\*

**Cleaning Deposit** \$100.00

**Security Deposit** \$200.00

Certain not-for-profit organizations such as Scouts, 4-H, schools, and civic organizations may be exempt from fees upon approval of a written waiver request by the Village Board of Trustees or its designee.

Hours:

- Monday through Thursday 10:30 p.m.
- Friday 11:30 p.m.
- Saturday 12:00 p.m.

**No alcoholic beverages may be served after 11:30 p.m.**

The Police Department in accordance with State statutes and Village ordinances will deal with minors drinking alcoholic beverages.

The building must be vacated within 30 minutes after closing.

The Village Board of Trustees or its designee may grant special permission to extend use hours upon written request.

The MAXIMUM number of persons using “the Barn” shall be 100

Noise and music must be limited to “The Barn”. The north doors, near the kitchen, must remain closed.

**NO PARKING** in front of neighboring homes. Parking must be in keeping with Village Ordinances.

*Incomplete, incorrect or false information on the application will be cause for denial of use.*

I HAVE READ AND UNDERSTAND THE ABOVE POLICIES, PROCEDURES AND FEES:

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Capacity:	100 per Lake Zurich Fire Department (Entertainment Functions) 175 per Lake Zurich Fire Department (Meetings/Business)
Stage:	27 ft. wide by 23 feet deep
Rental Information:	18 Tables (8 ft. by 30 inches) 1 Table (6 ft. by 30 inches) 120 Folding Chairs 40 Non-folding chairs 66 Parking spaces

Upper Meeting Room

Capacity:	85
	85 Chairs
	8 Tables
	8 Tables