Lillard Hall Rental Application

Applicant Information *

Name:

Address:

Phone: (primary) Cell Phone: ☐ Yes ☐ No

(alternate) Cell Phone: ☐ Yes ☐ No

* The Applicant must attend, and personally supervise, the event and shall meet all conditions outlined in the Lillard Hall Use/Rental Policies document (hereinafter "Rental Policies") as appropriate to the event. Hall Management must be able to reach the Applicant by phone (text or voice) at all times during the event.

Event Information

Date of Event: Group Size: (max 150)

* Hours: Total Hours:

Brief Description of Event:

Food Service: ☐ Yes ☐ No ** Alcohol Served: ☐ Yes ☐ No

Fee Charged: ☐ Yes ☐ No

If yes, explain:

Describe any equipment to be brought in (DJ, band, lighting, bouncy house, etc) **

* Max rental period is 10:00 AM to 11:00 PM, this includes setting up and cleaning up. **Events must end by 10:00 PM and the premises must be cleaned and vacated by 11:00 PM**. All applicants must secure and lock all windows and doors and turn off the lights, heater, or air conditioner prior to vacating the premises. See Rental Policies for additional information.

** (a) If the event has alcohol and/or a live band, DJ, or music, the Applicant must provide two uniformed security guards. **Security guards must remain on-site for the duration and must check in with on-duty Fire Department Staff upon arrival and departure**. (b) Additional event Insurance will be required if Bouncy Houses/Carnival Rides will be present at the event or if alcohol will be served. (c) If alcohol will be served, Applicant must either hire a licensed bartender or complete required training. **In all cases, the Applicant must obtain liability insurance naming the West Plainfield Fire Protection District as additional insured. See Rental/Use Policies for more information on these additional costs.**

Fee and Deposit

Check the appropriate box (see above for additional costs that may be associated with this Application/Rental, depending on event particulars):

- ☐ Personal Function - WPFPD Personnel ($50.00 per hour; security deposit $800.00)
- ☐ Personal Function - WPFPD Resident ($50.00 per hour; security deposit $800.00)
- ☐ Meeting and Class ($50.00 per 2-hour block *; security deposit $200.00 **)
- ☐ Other Function - Duration 1-2 hours ($150.00 per hour, security deposit $1,500.00)
- ☐ Other Function - Duration 3-8 hours ($125.00 per hour, security deposit $1,500.00)
- ☐ Other Function - Duration Over 8 hours (Daily) ($1,200.00, security deposit $1,500.00)

The security deposit must be made no later than 7 days of Application approval. The rental fee must be made no later than 21 days prior to the Event, or upon approval of the Application if the event date is within 21 days. If the Event is within 21 days of approval, Hall Management may require that payment be made by money order, cash, or cashier's check.

If payment is made by check, money order or cashier's check (check), two checks shall be presented to Hall Management: one for the rental fee and the other for the security deposit. **Checks shall be made payable to WPFPD.**

* Community groups meeting for any purpose which benefits the District may apply for an exemption to the meeting rental fee and security deposit.

** A non-profit meeting may request a waiver on the deposit.

Event Insurance Requirements

- ☐ Events without alcohol and/or without a live band, DJ, or music: $1,000,000.00 per occurrence; $2,000,000.00 aggregate.
- ☐ Events at which alcohol will be served or if the event will have a live band, DJ, or music: $2,000,000.00 per occurrence and $4,0000,000.00 aggregate.
- ☐ Events with bouncy houses, carnival rides, dunk tanks, or with other high-risk activities as determined by Management: $5,000,000.00 per occurrence; $10,000,000.00 aggregate.

The applicant must provide proof of appropriate Event Insurance no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days.

Signature

Applicant Signature: Date:

SUBMIT WITH A SIGNED COPY OF THE ENTIRE LILLARD HALL USE/RENTAL POLICIES DOCUMENT (https://www.westplainfieldfire.gov/files/8083ac401/LH+-+Policy+-+Use+and+Rental.pdf**); APPLICATIONS SUBMITTED WITHOUT IT WILL BE RETURNED UNPROCESSED**