



Sterling Marketplace Rental Procedures

GENERAL INFORMATION

VENUE APPLICATION & RENTAL CONFIRMATION

The Sterling Marketplace ("Venue") located at 111 W. 2nd Street, Sterling, Illinois is available to rent for corporate functions, family gatherings and private events. The Marketplace is available to rent for seven (7) days a week between the hours of 6:00 AM and Midnight except during the regular farmers market times which are generally Saturdays from 6a-1p . Set-up and clean-up time must be included in the hours requested.

Prospective Renters should return the completed Application Form to the City Clerk's office no less than 60 days prior to the date(s) requested. At that time, the date requested, and the type of event will need approval. Once approved, the required refundable deposit in the amount of \$500 and a signed Marketplace Rental Agreement is required to secure your reservation. Certain Sterling community events will take priority over space requests. Non-profit groups and organizations wishing to reserve the Marketplace for a community event or fundraiser which will be open to the public should contact the City Clerk's office for additional information.

RENTAL COSTS

Renters agree to pay an initial security deposit of \$500.00 upon execution of this Agreement. The security deposit serves to hold the Venue for the specified date of the Event and as security for Renters' performance of its or their obligations under this Agreement. The security deposit will be returned to the Renters within 10 business days following the event date unless otherwise retained by City for damages or violations of this agreement.

The Venue rental fee is \$500.00 (the "Rental Fee") for the first four (4) hours, plus \$50.00 per hour for each additional hour. Full payment of the Rental Fee is due no later than 30 days prior to the date of the Event. City reserves the right to cancel the Event and the Agreement if the Rental Fee is not paid in full by time required in the Agreement. In the event of cancellation by other than natural events, the City shall be entitled to retain the Security Deposit. The City Council may reduce or waive fees for certain community events at its discretion.

APPROPRIATE EVENTS

All Events must be deemed appropriate to City in its sole and absolute discretion. City has the right to deny usage to any person(s) or group(s) for any Event it deems inappropriate.

SET-UP AND TEARDOWN

Set up is authorized to occur only during the hours contracted herein unless other arrangements are made between Renters and City in writing. It is the responsibility of the Renters to make arrangements with any vendors regarding the set up and cleaning responsibilities to ensure they are completed within the rental timeframe provided in this Agreement. Decorations must be removed from the Venue immediately following the Event conclusion. Nothing may be permanently affixed to the structure. No use of screws, nails or other permanent attachments may be used. Failure to remove all property from the Venue prior to the time specified herein shall result in an additional fee of \$50.00 per hour for each hour or partial hour past the agreed-upon rental period. This includes removal of any string, tape, ribbon and trash from the site. Enforcement of City/Venue rules by all vendors is the responsibility of Renters. City is not responsible for any items left at Venue.

Renters are responsible for ensuring that the full breakdown and cleanup of Venue has occurred by the contracted end time. Renters are responsible for leaving the Venue in the condition in which it was found prior to set up. All decorations, food or drink containers, and trash must be collected and removed from the Venue or disposed of in trash receptacles located at the Venue if available.

RULES AND REGULATIONS

Renters shall comply with all of City's and City of Sterling's rules and regulations for the Venue at all times. Renters shall not use the Venue in any manner that would violate local, state or federal laws or regulations.

ALCOHOL

Due to liquor licensing and insurance, any Renters wishing to serve alcohol must obtain a Special Event Permit and Liquor Liability/Dram Shop insurance coverage for the Event. Renters shall provide evidence of the Special Event Permit and Liquor Liability/Dram Shop insurance coverage to City no less than thirty (30) days prior to the Event. City reserves the right to cancel the Event and/or prohibit alcohol if proof of coverage cannot be provided as required. Renters must abide by all City, County and State alcoholic beverage control regulations and/or laws. Alcoholic beverages should not be carried away from Venue or served to minors. Beverages should only be served in aluminum or plastic containers. No glass.

Renters may only use a licensed alcohol vendor to serve alcohol at the Venue. Renters may not serve their own alcohol.

PARKING

No private parking is available for Venue. Event staff, vendors and guests are permitted to park in the public lots and use street parking in compliance with City of Sterling rules and regulations.

INSURANCE

A certificate of insurance for event insurance is required prior to any private event rental.

CATERING

Individuals or groups serving food at the Venue must use a provider that has the proper certifications and permits from the State of Illinois and Whiteside County Health Department or has otherwise secured a Temporary Food Service Permit from the local Health Department.

RESTROOMS

There are no public restroom facilities onsite. Renters are responsible for procuring their own portable toilet vendor for the needs of their event. A *minimum* one (1) portable unit must be obtained for each 100 guests anticipated per 4 hours of event time. Delivery and pick up of portable toilet units should be scheduled as close to the event date start and end times as possible, and units should only be placed in designated areas as agreed upon between Renter and the City.

GARBAGE

A limited number of garbage receptacles are available onsite. For events anticipating 100 or more guests, Renter is required to provide a dumpster onsite for the event. Delivery of and pick up of any dumpsters should be scheduled as close to the event date start and end times as possible and should only be placed in designated areas as agreed upon between Renter and the City.

For additional questions regarding usage and rental of the Sterling Marketplace, please contact:

City Clerk, City of Sterling
212 Third Avenue
Sterling, IL 61081
Phone: 815-632-6630



STERLING MARKETPLACE RENTAL APPLICATION

CONTACT INFORMATION:

Primary Contact Person: _____
Authorized signor of Rental Contract

Business or Organization: _____
If applicable

Address: _____
Street Address City State Zip

Phone: _____ E-mail: _____

Other People: _____
Authorized to make decisions on behalf of you or your business with regard to this event

EVENT INFORMATION:

TYPE OF EVENT: _____ Estimated Attendance : _____

EVENT DATE: _____ EVENT TIME: _____

Set Up Start Time: _____ Tear Down End Time: _____

Will your event be open to the public or private/invite only: Public Private

If Public, will an admission fee be charged: YES NO

Will there be Alcohol at your Event: YES NO If yes, provider: _____

Will there be Food at your Event: YES NO If yes, provider: _____

Will there be live music and/or DJ during your event: YES NO If yes, provider: _____

Do you need access to electricity for your Event: YES NO

Are you requesting the closure of West 2nd Street between Avenues A & B during the time of your event: YES NO

Are you requesting placement of the safety bollards at Avenue A: YES NO

of Portable Toilet(s) Planned: _____
1 unit per 100 guests required

Renter to provide dumpster: YES NO
Required for events with over 100 guests.

Provider: _____

Provider: _____

DEPOSIT & RENTAL FEES:

DEPOSIT: Deposit amount shall be paid in full before event date is considered secured.

Deposit Amount: \$500.00

Date Received: _____

Date Refunded: _____

If not refunded, reason: _____

For Office Use Only:

Payment info – check #, Credit Card

RENTAL FEES: Full payment of rental fee is due no later than X days prior to your event.

Rental Rate: \$500.00
First 4 hours

Additional Hours: _____
\$50 per hour over 4 hrs.

RENT TOTAL _____

Other Fees: _____

TOTAL FEES DUE: _____

DATE RECEIVED: _____

For Office Use Only:

Payment info – check #, Credit Card

**PLEASE RETURN COMPLETED APPLICATION TO
CITY OF STERLING, ATTN: CITY CLERK, 212 THIRD AVENUE, STERLING, IL 61081
NO LESS THAN 60 BEFORE THE REQUESTED EVENT DATE**

Signature of Applicant(s): _____ Date: _____

Signature of Applicant(s): _____ Date: _____

****For Office Use Only****

Date Application Received: _____ By: _____

Date Reviewed: _____ Approved Denied

Date Applicant Notified: _____

Insurance Certificate Received: _____