

# Party Rental Guidelines for Milkshake and Cookies LLC

**Contact Information:** Milkshake and Cookies LLC 16122 S. Route 59, Unit 108, Plainfield, Illinois 60586 Phone: 815-556-9475

*Applicants are required to abide by the specific rules of the application as well as local ordinances. Failure to comply may result in the cancellation of the application, loss of rental fees and/or security deposit, cancellation of any current or future permits, and/or Law Enforcement officials being called. The Facility Use Rules and Regulations include, but are not limited to:*

1. **Set-Up and Clean-Up:** Set-up is 30 minutes prior to the party and clean-up is 30 minutes after the party concludes.
2. **Room/Table/Chairs:** Room, table, and chairs are included with your party.
3. **Equipment:** No toys or equipment are available for use except for those provided with party packages.
4. **Payment:** Full payment is required at the time of reservation.
5. **Security Deposit:** An additional \$50 security deposit is required when a contract is signed. The deposit will be returned approximately one week after the party ONLY if the room is left in satisfactory condition, the party is concluded within the time frame of the rental agreement, and the maximum number of children is not exceeded.
6. **Availability:** Parties are subject to room and instructor availability. Milkshake and Cookies programs have priority in scheduling.
7. **Behavior:** The renter is responsible for the behavior of their guests and enforcing the rules and regulations regarding the conduct of the group while using the facilities. Including, but not limited to:
  - Milkshake and Cookies staff MUST be respected and obeyed at all times.
  - Any activities deemed inappropriate and indicated by the staff are prohibited.
  - Milkshake and Cookies cannot be held responsible for lost, stolen, or damaged property.
  - The building and all equipment must be used and treated appropriately.

- The rental must take place as described on the application, including the type of activity and the number of guests/participants.
- One chaperone over the age of 21 years must be present for every ten minors.
- Rental space is limited to the space specified in the rental agreement or permit.

**Additional Points:**

1. **Decorations:** No decorations can be hung or taped on the walls. Confetti and/or glitter are prohibited.
2. **Alcohol:** Alcohol is only allowed by special permit and all qualifying conditions must be met. Alcohol will not be permitted while other programs are ongoing in the facility.
3. **Illegal Substances:** Illegal substances are strictly prohibited.
4. **Firearms:** Firearms are prohibited on any property.
5. **Tobacco:** Tobacco use is prohibited in recreational facilities. No person shall use any form of tobacco at or on any District-owned or operated recreational facilities.
6. **Garbage:** All garbage must be picked up and placed in trash cans after each use.
7. **Transfers:** Reservations are not transferable. All users will ensure that no unauthorized third party is granted permission to use the facility without approval.
8. **Safety Inspections:** Renters shall inspect the facility prior to and subsequent to each use to identify any dangerous or unsafe condition and determine whether the facility is safe and appropriate for any planned activity.
9. **Reporting:** Renters shall promptly advise the staff of any perceived dangerous or unsafe condition.
10. **Logos and Likeness:** The use of the Milkshake and Cookies Name, Logo, or likeness without written permission is prohibited.
11. **Local Ordinances:** All Ordinances of the municipality in which the facility is located are applicable.
12. **Applications:** Appropriate applications are to be completed for rentals of space and may include additional rules and regulations.

13. **Reservations:** Reservations must be made two weeks prior to the date requested.

**Cancellation Policy:**

Cancellations requested 10 or more days prior to the event will receive a refund of fees paid less a \$25 cancellation fee. Cancellations requested less than 10 (ten) days prior to the event will receive a refund of fees paid less the deposit up to a maximum of \$50. In the event Milkshake and Cookies cancels your reservation, you may reserve another date/time, if available, or receive a full refund.