

Key # Given: _____
Date Picked Up: _____
Date Returned: _____



(Received stamp)

USER AGREEMENT
THE NAPERVILLE COMMUNITY CONCERT CENTER

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____ City _____ State _____ ZIP _____

Day Phone/Cell: _____ E-mail: _____

EVENT INFORMATION

Description of event: _____

Number of performers: _____ Estimated number in audience: _____

Will you be bringing equipment? ☐ Yes ☐ No

If yes, please describe: _____

EVENT SCHEDULE

Requested event date(s): _____

Requested time(s) of use: _____

Requested event set-up date: _____

Requested event set-up time: _____

Please complete the following for multi-day events:

Date: _____ To: _____ From: _____

Date: _____ To: _____ From: _____

Date: _____ To: _____ From: _____

Date: _____ To: _____ From: _____

Date: _____ To: _____ From: _____

Date: _____ To: _____ From: _____

Check all NCCC uses that apply:

☐ Stage (upstairs)

☐ Stage door open

☐ Stage door closed

☐ Multi-purpose room (downstairs)

☐ Municipal Band sound system

Total Hours needed: _____ Times needed: _____ - _____

☐ Multi-purpose room & stage

FEES

(Insurance certificates and all fees must be paid at the time of application submission)

Security deposit - refundable: \$200 <i>Made payable to the City of Naperville</i>	Facility pass – non-refundable: \$20 <i>Made payable to the City of Naperville</i>
Set-up/removal of chairs and music stands – non-refundable: \$50	

Additional Fees

Operation/maintenance – Sound system engineer: <i>Contact: facilitymanager@napervilleband.org</i>	
---	--

THE PARTIES TO THIS AGREEMENT by their signatures acknowledge that they have read and understand this Agreement and intend to be bound by its terms.

Signature: _____ Title: _____

FOR CITY MANAGER’S OFFICE USE ONLY

- ☐ Certificate of Insurance naming the City of Naperville, its officers, directors, employees, agents and assigns, the Naperville Municipal Band and the Naperville Park District as additional insured.
Certificate must also include the dates of the event and Endorsement Certificate
An original must be submitted; no faxes or copies will be accepted
- ☐ \$200 Security deposit
- ☐ \$20 Facility Pass (issued 48 hours before the event)
- ☐ \$50 Set-up/removal of chairs and music stand from the stage
- ☐ \$_____ (\$50 per hour) Sound System Engineer

CITY OF NAPERVILLE APPROVAL

City Manager’s Office

____/____/____
Date

NAPERVILLE COMMUNITY CONCERT CENTER

A City of Naperville Facility

Guidelines and Fee Schedule for Use

The Naperville Community Concert Center (NCCC), a City of Naperville facility, is designed to house and showcase the Naperville Municipal Band (NMB) and other community based performing arts groups. Use of the NCCC is strictly for performing arts groups with performances open to the public and is not intended for use for private parties or meeting facility.

Section A. Reservations and Scheduling

1. Applications to use the NCCC are available at the City Manager's Office in the Municipal Center at 400 S. Eagle Street. Inquiries about the NCCC can be made by calling 630-420-6031 or via e-mail to dumlerj@naperville.il.us
2. Applications must be signed by an official of the organization and submitted no less than 30 days before the event.
3. A person who is more than 18 years of age, must make application. This person shall be the event contact and the only person authorized to make changes to the application.
4. No group may assign its reservation to another group.
5. To obtain approval the event must meet the following criteria:
 - The event will have minimal or no adverse effect on the surrounding community, including vehicular and pedestrian traffic flow and parking;
 - When using amplification, the user must be considerate of the neighbors and maintain amplification in accordance with Chapter 9 of the Naperville Municipal Code;
 - The event is suitable for a general audience;
 - The proposed event activity is consistent with the design of the facility as a concert center; and
 - No event may violate existing state or local laws.
6. The City of Naperville requires insurance coverage for all users of the NCCC. No performance will be permitted until a satisfactory Certificate of Insurance has been provided with the following minimum limits of insurance:
 - \$1,000,000 per occurrence; \$2,000,000 aggregate coverage for general liability;
 - City of Naperville, its officers, directors, employees, agents and assigns, the Naperville Municipal Band and the Naperville Park District as additional insured under ISO form CG 20 26 07 04 or its equivalent; and
 - Certificate of Insurance must include the name, date, and location of the performance.
 - Copy of the additional insured endorsement must accompany the Certificate of Insurance
7. To be respectful of neighbors, businesses, and other performing groups, the City will make every effort to not overbook the facility and be considerate of these groups when scheduling events.

Section B. User Fees

- | | |
|--|--|
| • Security deposit - refundable: \$200
<i>Made payable to the City of Naperville</i> | • Set-up/removal of chairs and music stands from stage - \$50 |
| • Facility pass – non-refundable: \$20
<i>Made payable to the City of Naperville</i> | |

Section C. Use and care of the Naperville Community Concert Center

1. City of Naperville maintenance staff will clean the NCCC prior to all events.
2. The NCCC must be left in the same condition in which it was found. This includes the removal of all garbage, trash and other items used for the event. All garbage should be disposed of in the appropriate containers. *Failure to leave the facility clean will result in the forfeit of the security deposit.*
2. The NCCC is a City of Naperville facility and no alcohol is permitted on the premises.
3. Smoking is not permitted on the NCCC premises.
4. No nails, tacks, tape, or paint shall be used on the walls of the NCCC. City staff is responsible for hanging any banners or signs.
5. Attendance at events must be limited to the capacities posted on site by the City of Naperville Fire Department:
 - Multi-Purpose Room 131 (classroom style with tables)
 - Multi-Purpose Room 280 (audience style)
 - Stage 163
 - Bench/outdoor seating area 1,000
6. The City of Naperville does not assume any liability for property lost or stolen or for personal injuries sustained on the premises during the User's event.
7. The NCCC is not available for commercial purposes. Music recitals where a fee is charged shall be considered a commercial purpose.
8. All musical events on the stage must end by 10:00 p.m.
9. The User is solely responsible for providing any and all supervision and/or security services during the agreement period. Children must be supervised at all times during the agreement period.

Section D. Cancellation and Refund Policy

Cancellations made more than 21 days prior to the event will receive a security deposit refund, less a \$25 cancellation fee. Refunds will not be issued for cancellations made less than 21 days prior to the scheduled event. The city is not responsible for weather conditions. If a scheduled event is rained out, the renter may call 72 hours after an event to reschedule based on availability.

Equal Opportunity

All activities taking place in the NCCC must be open to all persons, regardless of age, sex, race, religion, national origin or physical handicaps. It is the responsibility of the User to provide any and all reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

ACORD CERTIFICATE OF LIABILITY INSURANCEOP ID DY
XILIN-1DATE (MM/DD/YYYY)
09/01/06**PRODUCER**Insurance Co. Name
Address
Phone NumberTHIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION
ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE
HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR
ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**INSURED**Organization Name
Address
Phone Number**INSURERS AFFORDING COVERAGE**

NAIC #

INSURER A: National Specialty - Westbond

INSURER B: Virginia Surety Company Inc

INSURER C:

INSURER D:

INSURER E:

COVERAGESTHE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING
ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR
MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH
POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADDL LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	NSD0621609	04/23/06	04/23/07	EACH OCCURRENCE \$ 1000000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 10000
	GENTL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> OCC				PERSONAL & ADV INJURY 00000
A	AUTOMOBILE LIABILITY		04/23/06	04/23/07	GENERAL AGGREGATE 00000
	ALL AUTOS				PRODUCTS - COM OP AGG 00000
	SCHEDULED AUTOS				
	HIRED AUTOS				
	NON-OWNED AUTOS				
	GARAGE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)
	ANY AUTO				BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	EXCESS/UMBRELLA LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				OTHER THAN EA ACC \$
	DEDUCTIBLE				AUTO ONLY: AGG \$
	RETENTION \$				EACH OCCURRENCE \$
					AGGREGATE \$
					\$
					\$
					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE
	OTHER				E.L. DISEASE - POLICY LIMIT

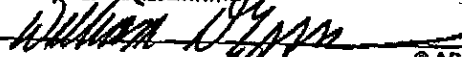
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The City of Naperville, its officers, directors, employees, agents and assigns, the Naperville Municipal Band and The Naperville Park District, 320 W Jackson are named as additional insured under ISO form CG 20 26 07 04 or its equivalent.

The dates of the event are: _____

CERTIFICATE HOLDERThe City of Naperville
400 S. Eagle Street
Naperville, IL 60540**CANCELLATION**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION
DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN
NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL
IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR
REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
<div style="border: 1px solid red; padding: 5px; margin-bottom: 20px;"><div>City of Naperville 400 S. Eagle Street Naperville, IL 60540</div></div> <div style="font-size: 48px; color: yellow; text-align: center; letter-spacing: 10px;">SAMPLE</div>
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A.** In the performance of your ongoing operations; or
- B.** In connection with your premises owned by or rented to you.