



UAW Local 551
13550 S. TORRENCE AVE, CHICAGO, IL 60633
Office (773) 646-1472 | Fax (773) 646-5859
www.uawlocal551.com



LARGE HALL CONTRACT 2025

This contract entered into this _____ day of _____, 20____, between
UAW LOCAL 551 (hereinafter called First Party), and _____
(Hereinafter called Second Party).

WITNESSETH:

1. That First Party hereby rents to Second Party the following premises, to wit:
AUDITORIUM AT UAW LOCAL 551 - 13550 S. TORRENCE AVE, CHICAGO, IL 60633,
for the term or period beginning on the day of _____ at the time of
_____ and ending on the day of _____ at the time
of _____.

2. It is expressly agreed to and understood between First Party and Second Party
that said premises are to be used for the following purpose as described and not otherwise,
_____.

3. If the premises are being used for any purpose other than that is stated in
paragraph two (2) of this contract without prior notice to First Party or its agent, and
without written agreement of First Party, Second Party will be subject to pay a fine of
\$500.00 in addition to the contract rental amount as established by the membership of
UAW Local 551. _____ (Second Party initials)

4. In consideration, thereof, Second Party promises and agrees to pay to First
Party as rent for said premises for the term or period described above, the sum of ONE
THOUSAND AND FOUR HUNDRED DOLLARS (\$1,400) per booking slot. This sum
includes the \$1000 rental fee plus a \$400 cleaning fee. This total does NOT include
additional services that may be purchased by Second Party as described on the following
page. The Second Party shall indicate the purchase of additional services by initialing on
the line next to the service or package of choice. The price of any additional service or
package chosen will be added to the total of the rental fee for a combined grand total.

- _____ a.) **Round Tables (First 8 included): \$20.00 per table**
- _____ b.) **Chairs (First 80 included): \$5 Each**
- _____ c.) **Back Hall & Kitchen Availability: \$200**

5. Second Party will make a deposit of FIVE HUNDRED DOLLARS (\$500.00), receipt of which
is hereby, acknowledged, which deposit is to be credited against the entire rental due under this
agreement. In the event of the Second Party's failure to comply with any of the terms of this
lease, the cash deposit made by Second Party are to be retained by First Party as liquidated
damages.

IT IS FURTHER MUTUALLY AGREED:

(a) That this contract may be cancelled by First Party at any time should the premises be needed by UAW Local 551 for any other purpose.

(b) That Second Party agrees to indemnify and hold harmless First Party and its agents from and against any and all claims, suits, actions, damage, and/or causes of action arising during the term of this contract, for any personal injury, loss of life, property, and/or damage to property sustained on or about the said premises, and from and against all cost, attorneys' fees, expenses, and liability incurred in and about any such claims, the investigation thereof, or the defense of any action or process brought thereon, and from and against any orders, and/or judgments that may be entered herein.

(c) That Second Party, upon termination of this contract, will surrender possession of said premises in the same condition as at the date of commencement of this contract, and that if said premises, during the occupancy of Second Party, shall be damaged by the action nor negligence of Second Party or Second Party's agents, employees, patrons, or guests, Second Party will pay to First Party on demand such sum as shall be necessary to restore said premises to their present condition and compensate First Party for all such damages.

(d) That Second Party shall furnish First Party, without cost, a minimum of two tickets or passes to each event held on the premises for the purpose of inspection.

(e) That First Party shall furnish to Second Party janitor service after the event for the said premises, and/or as is necessary in the opinion of First Party, to maintain proper cleanliness for which said premises are rented hereunder. Janitorial services will not be mandatorily available during event.

(f) That Second Party agrees to comply with the provisions of the Civil Rights Act of 1964 in connection with its use of the above-described space and facilities. Admission, participation, seating of participants and spectators, and the use of all rented facilities conducted or sponsored by Second Party under this contract shall be without regard to race, color, or national origin. Any person who is for which the facilities are rented is limited to the membership of a particular organization or organizations.

(g) That Second Party, in its use of said premises, will conform to all such reasonable rules and regulations as shall be prescribed by First Party, and will comply with city ordinances and laws of the Commonwealth of Illinois and the United States. No illegal activities of any nature will be permitted, without exception.

(h) That it shall be the sole responsibility of Second Party renting the said premises to ensure that no person under the age of 21 is to be served any alcoholic beverages anywhere on the premises.

(i) That Second Party shall have the right to terminate this contract at any time upon seven (7) days notice given in writing by registered mail to First Party.

(j) That the rules for the use of the premises which is the subject matter of this contract is attached hereto and made a part hereof.

(k) No upstairs access.

(l) If you **intend to have alcohol** on the premises sign here:

(m) Must obtain event facility insurance with minimum \$2,000,000 coverage policy, and must list UAW 551 as Second Party.

(n) Must obtain security as deemed suitable by First Party.

FIRST PARTY: UAW LOCAL 551
Chris Pena, President

SECOND PARTY: UNION MEMBER OF UAW LOCAL 551

Print Name: _____

Signature: _____

Telephone Number: _____

Home Address: _____

Hall Rental Rules

1. The hall will be leased only to a member of UAW Local 551 and for functions concerning his or her immediate family. Anyone renting the hall for an event will do a walk through with a check sheet before and after the event, with the person in charge of the hall rental for the event.
Examples: Receptions for weddings, retirements, anniversaries, communions, reunions, graduations, etc
2. Any member renting the hall will *sign* a contract saying he or she is responsible for the conduct of those attending the function in the respective hall and for the dispersion of the gathering as quickly as possible when the function concludes. At no time should the dispersion exceed sixty (60) minutes from the completion of the function, which includes the clean-up time.
 - a. If the function goes over the time limit, there will be a charge of \$75.00 added for each half hour the function goes over. (this charge will be taken out of the \$500 deposit).
 - b. If the person that is overseeing the event doesn't want to stay past the time limit he/she has the right to ask the renters to vacate. In the case they do not vacate the overseer does have the right to contact the police for evacuation.
3. The rental span will be for a maximum of a six (6) hour period, unless otherwise stated in the contract.
4. The person or persons renting the hall will be allowed to start coming in one-half (1/2) hour before the function begins. If you need to come into the hall for any other reason before the event on the day of the event, you will be charged an extra \$50.00 an hour.
Example: If the function begins at 7:00 PM, those in attendance can be let in beginning at 6:30 PM.
5. Normal renting hours will not exceed 12:00 AM.
6. The hall cannot be rented for the purpose of making money for any organization, member, or group of members. ***Absolutely NO gambling, whatsoever.***
7. ***There will be no smoking or vaping in the Union Hall anywhere!***
8. Persons renting the hall shall be responsible for assuring that there is no congregation of people in the parking lot during or after the scheduled function.
9. Alcoholic beverages are allowed provided you have one of the following:
 - 1) A liquor release form that covers event distributor must be completed and signed by your insurance agent. (Homeowners insurance will not cover unless there is a written exclusion for **host alcohol liability coverage** as stated by the ILLINOIS Insurance Commissioner).
10. The areas available for a single rental shall include the auditorium, lobby, parking, and restrooms at the JAMES HAMBY Union Hall of UAW Local 551.
11. Room decoration may be done the day before your event during normal business hours, unless the Union Hall is closed that day. If the Union Hall is closed on the day before you can contact the person that will be opening and closing for you and set up another time to set up for your event. This will include an extra charge of \$50.00 an hour.
12. Room decorations are not to be attached to the walls, ceilings, lights, doors, or floors in any manner. Renters are permitted to use the professionally installed hooks on the columns. The hooks are to be used in conjunction with cable (zip) ties for decorating. We have cable ties that can be purchased for \$5.00/bag if needed. Otherwise, no staples, thumb tacks, duct tape, glue, etc. shall be used to fasten decorations. It is suggested to decorate with portable items, such as silk greenery (trees and plants), non-helium balloons, flowers, lattice screens, arches, trellis, etc. There is to be no glitter, silly string, or rice used on the property (inside or outside). It is your responsibility to make sure that all persons decorating are aware of

these restrictions. Violation of this paragraph will result in a minimum charge of \$50 .00 plus any other cost to remedy a violation. Damage to a ceiling tile will incur a \$15.00 replacement cost, per tile, in addition to the \$50.00 charge listed above.

Renter's Initials.

13. To obtain a refund of your deposit within seven (7) days, your "end clean-up" must be completed. Clean-up consists of removing all decorations, personal belongings, the trash bagged and placed in the rear of the building where the trash dumpsters are located. The floor must be swept as well as any spills mopped and the kitchen tidy. ***The floors need to be left in the condition as when you arrived.*** (Mops and brooms are available).
14. **Failure to complete this clean-up will forfeit your deposit. (see below)**
15. The first consideration for use of the hall must and will be for the purpose of Local Union business or activities. Every possible effort -will be made fo assure that a conflict of interest does not arise between the hall use for personal events and union activities. However, in the event that an occasion occurs where the Local union must have access to the hall and a personal event has already been scheduled, the party renting the hall will relinquish his or her rights to the use of the hall and all monies will be refunded provided a compromise cannot be reached between the parties.
16. Anyone not complying with the rules of the contract is subject to a fine as stated in the contract. The local Union has the "Right of Refusal."

Clean-Up Consists of:

Spot sweeping and mopping all wet, sticky, or dirty spots on the floors located in the hall, as well as the restrooms, kitchen, entry way, and hallways. Empty all the trash cans in the rear of the building into the dumpsters. Replace all trash cans with a new liner, which are provided.

17. Signature: _____ Date: _____