

## **RULES FOR RENTING DAVIS LODGE**

- 1) No early set ups ahead unless that day in rented and paid for.
- 2) NO ALCOHOLIC BEVERAGES unless approved by the Bloomington Liquor Commission and City Council. Contact City Clerk's office @ (309) 434-2240
- 3) Outdoor fires allowed only in fire pit and on non-windy days.
- 4) No swimming or wading is allowed in Lake Bloomington.
- 5) No smoking allowed inside Davis Lodge.
- 6) Quiet Hour: 10:00 pm and beyond.
- 7) Check in time: 8:00 am. Check out time: 12:00 Midnight. **MUST BE OUT BY MIDNIGHT**
- 8) No pets allowed in Davis Lodge.
- 9) No glitter/confetti or nails, thumb tacks, tape, staples or other holes in the walls, fans, woodwork or furniture. Hooks have been installed along the doors, windows and at various locations on the walls for your convenience in decorating the Davis Lodge.

## **YOU ARE RESPONSIBLE FOR CLEANING UP**

BEFORE LEAVING, THE FOLLOWING SHOULD BE DONE:

- 1) Wipe off tables and chairs.
- 2) Leave tables and chairs set up.
- 3) Floors must be swept.
- 4) Any spills must be wiped up.
- 5) Garbage should be removed to dumpster (North of Building).
- 6) Brooms & Mops available. Extra Garbage Liners in bottom of cans.
- 7) All traces of signs and decorations must be removed.
- 8) All doors and windows must be closed.
- 9) Any extra equipment (tables, chairs, tents, arches, etc.) must be removed the same day as rental. The City of Bloomington is not responsible for items left past check out time of rental.

Contact Information for Maintenance, Cleaning Questions, or Related Problems is available in the FAQ section of this document.

The undersigned, in consideration of the permission granted by the City of Bloomington to use the Davis Lodge at Lake Bloomington, do hereby agree to follow the above rules and indemnify and hold harmless the City of Bloomington, its officers, agents and employees from and against any and all claims, damages, losses, and expenses arising out of the use by the undersigned and guests of Davis Lodge on the dates for which permission has been granted by the City. I understand that failure to comply with these rules, any state law, city ordinance, or other regulation could result in loss of deposit, removal from premises, and/or prosecution by law.

Printed Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Rental Date(s): from \_\_\_\_\_ to \_\_\_\_\_

# SUPPLEMENTAL OTHER STRUCTURE AGREEMENT FOR DAVIS LODGE

*(This agreement is only required if you would like to install a tent or other temporary structure as part of your rental.)*

- 1) Tents and other structures are only allowed in the two designated locations. These locations are on the porch that faces Lake Bloomington and next to the fire pit on the Northeast lot.
- 2) No vehicles will be allowed anywhere off of the paved surface.
- 3) Tents and other structures must be removed by 12:00 am MIDNIGHT of the day of the rental. Any tents or other structures remaining will not be saved and the City of Bloomington and the City of Bloomington Water Department will not be responsible.
- 4) An additional security deposit of \$250.00 is required for rentals that utilize tents or other structures not provided by the City of Bloomington.
- 5) If tents and other structures are not removed the day of the rental, the \$250.00 security deposit will be forfeited.
- 6) These rules and regulations shall not supersede any other rule or regulation for the Davis Lodge.
- 7) Please view the attached photograph of Davis Lodge to understand where tents and structures are allowed to be erected.

The undersigned, in consideration of the permission granted by the City of Bloomington to use the Davis Lodge at Lake Bloomington, do hereby agree to follow the above rules and indemnify and hold harmless the City of Bloomington, its officers, agents and employees from and against any and all claims, damages, losses, and expenses arising out of the use by the undersigned and guests of Davis Lodge on the dates for which permission has been granted by the City. I understand that failure to comply with these rules, any state law, city ordinance, or other regulation could result in loss of deposit, removal from premises, and/or prosecution by law.

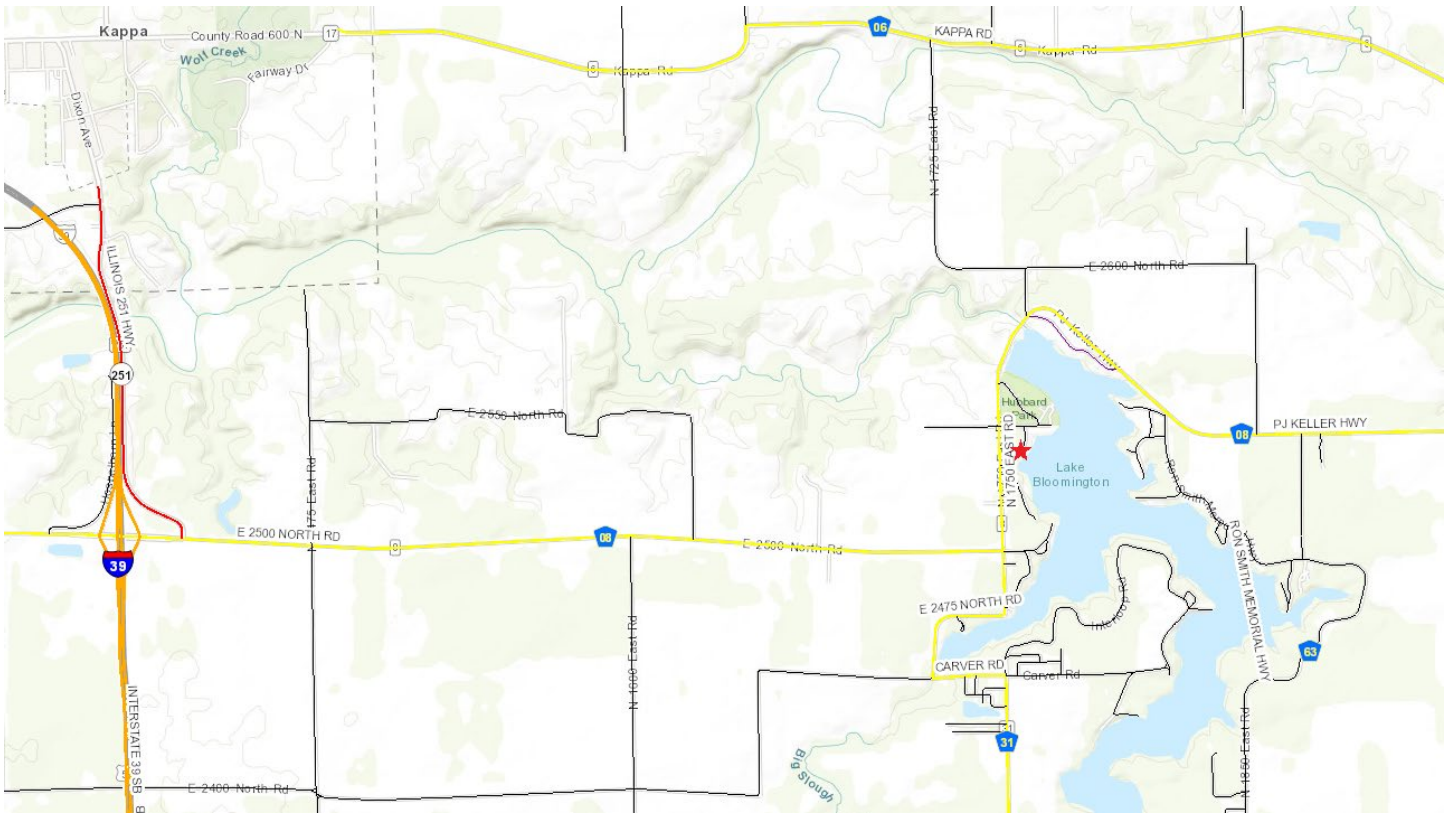
Printed Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Rental Date(s): from \_\_\_\_\_ to \_\_\_\_\_

## DIRECTIONS TO DAVIS LODGE



25449 Davis Lodge Road  
Hudson, IL 61748

### **From Bloomington:**

Take I-39 North from Bloomington to the Lake Bloomington Exit (exit #8). Turn Right and drive east 3.6 miles to the stop sign at Green Gables. Turn Left and go 1/4 mile to Davis Lodge Road. Turn Right onto Davis Lodge Road. The lodge is the second structure (lake side).

### **From Chicago:**

Take I-55 south to the Lexington exit (exit #178). Turn right on County Road #8. Go west about 8 miles to Davis Lodge Rd. Turn Left onto Davis Lodge Road, second structure (lake side).

### **From Rockford:**

Take I-39 south to the Lake Bloomington exit (exit #8). Turn left and go 3.6 miles east to a stop sign. Turn left and go 1/4 mile to Davis Lodge Road. Turn right, second structure (lake side).

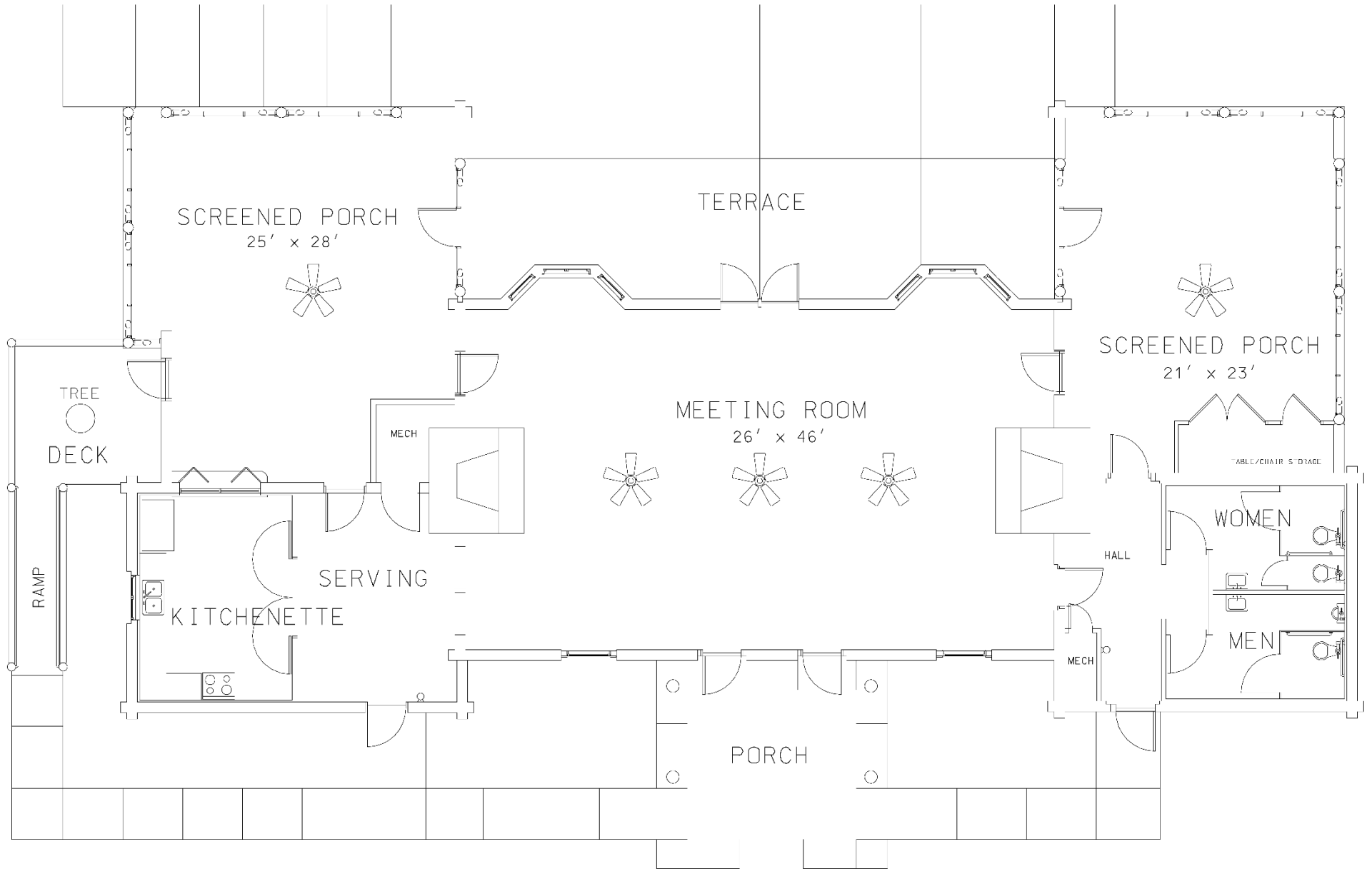
### **From Peoria:**

Take I-74 east to I-55 bypass (north) around Normal to I-39 north. Go 8 miles to Lake Bloomington exit (exit #8). Turn right and go 3.6 miles to stop sign at Green Gables. Turn left and go 1/4 mile to Davis Lodge Road. Turn right, second structure (lake side).

# FLOOR PLAN

Please use the floor plan below and draw how and where you would like tables and chairs to be set up and fax it to 309-434-2201.

LAKE VIEW



## FREQUENTLY ASKED QUESTIONS

### Who do I contact if I want additional information on maintenance, cleaning, or related problems?

During working hours (Monday through Friday from 7:30 a.m. to 4:30 p.m.), call Public Works at 309-434-2225.

After hours, you can contact the Water Treatment Plant at Lake Bloomington by calling 309-434-2151 or non-emergency police dispatch at 309-820-8888.

For all emergencies, please call 911.

### How many people does the Lodge hold comfortably?

Seating: 100 to 120 people (100 chairs in the Main Room)

See the below question about amenities for more information.

Non-Profit Organizations		All other entities	
Rental Fee per Day	\$150.00	Rental Fee per Day	\$400.00
Damage/Cleanup Deposit	\$100.00	Damage/Cleanup Deposit	\$500.00
Tent/Other Structure Deposit	\$250.00	Tent/Other Structure Deposit	\$250.00

### What are the hours of rental?

8:00am – 12:00am – Midnight (Quiet Hour 10:00pm). Must be out by Midnight!

### How do I reserve the Davis Lodge?

Visit [www.cityblm.org/davislodge](http://www.cityblm.org/davislodge) and click on the Reservation Calendar. If your date is available, please send an e-mail with your name to [davislodge@cityblm.org](mailto:davislodge@cityblm.org) with the following information:

- The date you are requesting
- Current phone number
- E-mail address

### What amenities are offered at the Davis Lodge?

#### *Tables and Chairs*

- Seating for 100 to 120 people (100 chairs in the Main Room)
- 135 Folding Chairs (brown)
- 12 – 60in Round Tables (6-8 people)
- 12 – 8ft long Tables (8 people)
- 6 – 6ft long Tables (6 people)

#### *Other General Amenities*

- Gas fireplace
- Central heating and air for interior (ceiling fans for porches; no additional heaters allowed)
- Wireless internet available upon request
- Projection screen available upon request

#### *Kitchen Amenities*

- Electric Stove
- Microwave
- Commercial Refrigerator (no freezer)
- Stand Up Freezer for Ice
- Bunn Coffee Maker – 2 pots

- Coffee Urn (makes 50 cups)
- Customer provides all supplies (coffee, linens, and utensils)

#### *Outdoor Area Amenities*

- Barbecue Pit & Fire Ring with wood provided.
- Patio – 5 picnic tables provided
- Outside electrical outlets – (1) Patio area & (1) in front of Lodge.
- Tents on lawn permitted – Contact Lake Park Maintenance Crew @ (309)434-2225 for instructions. Please review and sign the tent agreement form located with the Davis Lodge Reservation Information Packet.

#### **Where do I pick-up the keys on the day of rental?**

Park Maintenance Crew will open the Building the day of the rental.

#### **Does the Davis Lodge have central heating & air?**

Central Heating & Air provided except for Porches – there are ceiling fans. (No additional heaters allowed).

#### **Are we allowed to use the fireplaces?**

Yes, the fireplaces are gas.

#### **Is wireless internet available?**

Wireless Internet is available upon request.

#### **Are there restrictions on food catering?**

Food does not have to be catered. There are no restrictions on catering.

#### **Does the Davis Lodge allow alcohol?**

The City has restrictions regarding alcohol consumption at a City facility and in a City park. This includes the Lake Bloomington Davis Lodge. The restrictions include that the event must be catered, i.e. no cash bar, and alcohol is limited to beer and wine only. Individuals are not allowed to provide or serve their own alcohol.

Anyone wishing to consume alcohol at a City facility must make that request in writing to the City Clerk's office. This request should be submitted 45 days in advance of the event. If you have any questions and/or require any additional information, please contact the City Clerk at (309) 434-2240.

#### **Are weddings allowed on the lawn at the Davis Lodge?**

Yes, Weddings are allowed on the lawn outside the lodge.

#### **Are tents allowed on the lawn?**

Tents are allowed in two designated locations. Tents must be removed the same day.

Contact Lake Park Maintenance Crew for more information. Please view the aerial image of Davis Lodge to see the approved locations of tents and other structures. Please review and sign the tent agreement form. Both of the above items can be found in this packet.

#### **Is swimming or wading allowed at the Lodge?**

No swimming or wading allowed.

#### **Are pets allowed inside the Lodge?**

No Pets allowed in the Lodge.

## **OBTAINING APPROVAL FOR ALCOHOL CONSUMPTION**

Anyone wishing to consume alcohol at a City facility must submit the attached form to the City Clerk Department. This request should be submitted 45 days in advance of the event.

The request must include the following information:

- Date and time of event
- Location of event
- If the event location has been reserved
- Bride and groom names, phone numbers and email addresses
- Contact information for any other individual representing the organizers
- Number of guests expected
- Name of catering business that has been selected.
- Any other information required on the form.

The request will be presented to the Liquor Commission at their meeting, which is held on the second Tuesday of each month at 4:00 p.m. in the Council chambers. A representative of the organizer must be present at this meeting.

If the Commission approves the request, it will then be scheduled for the next possible Council meeting. Under City ordinance, the Council must pass an ordinance which suspends the City Code to allow alcohol consumption for a specific day and time period.

If the event is approved by Council, the City Clerk will contact the licensed caterer to arrange for the proper license to be issued. If you have any questions and/or require any additional information, please contact the City Clerk Department at 309-434-2240. Thank you.



# REQUEST FOR BEER/WINE AT A CITY OWNED PROPERTY

The City of Bloomington has restrictions regarding alcohol consumption at a City Facility or in a City Park. This includes the Miller Park Pavilion and the Davis Lodge at lake Bloomington. The restrictions include that the event must be catered, i.e. no cash bar, and alcohol is limited to beer and wine only. Individuals are not allowed to provide or serve their own alcohol.

Please submit this application to the City Clerk Department located in City Hall at 109 E. Olive Street. This application must go to the Liquor Commission for review and then the City Council for approval. **A representative must be present at the Liquor Commission for the event to answer any questions that may arise.** Please check with the City Clerk Department for your Liquor Commission date.

### EVENT INFORMATION

My event will be held at (Please Check One)  Miller Park Pavilion  Davis Lodge

**Type of Event:** \_\_\_\_\_ **Number of Attendees:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

Have you secured a date with the venue checked above?  YES  NO

*\*If yes, please provide a copy of the contract and receipt you were given.\**

### CATERER INFORMATION

**Name of Caterer:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

### APPLICANT INFORMATION

**Name(s) of applicants** *(Specify how they are related to the event):*

\_\_\_\_\_  
\_\_\_\_\_

#### Applicant Contact Information:

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please email the completed form to [cityclerk@cityblm.org](mailto:cityclerk@cityblm.org), fax to 309-434-2628, or mail to: City Clerk, 109 E Olive St, Bloomington, IL 61701



~~OFFICE USE ONLY~~

Liquor Commission Date: \_\_\_\_\_

❖ Date Approved for Council: \_\_\_\_\_

City Council Meeting Date: \_\_\_\_\_

❖ Date Council Approved: \_\_\_\_\_

❖ Ordinance Number: \_\_\_\_\_

Confirmed Reservation and Deposit with Event Location:  YES  NO

Water/Parks Departments have been notified:  YES  NO

Caterer has a Current City of Bloomington License:  YES  NO

**Date Received:** \_\_\_\_\_ **Staff Initials:** \_\_\_\_\_