



Wilson Abbey Rental Policies and General Room Rental Information

1. Spaces are rented on first-come first-served basis, so book your space early.
2. Bookings for Wilson Sanctuary may be made up to 9 months in advance with paid deposit.
3. Bookings are accepted for recurring events up to 6 months in advance, unless you have a memorandum of understanding or other separate written agreement with Wilson Abbey.
4. Food / Drink Service: Coffee / Soft Drink / Pastry service is available through Everybody's Coffee on-site at Wilson Abbey. Please call Everybody's Coffee (773) 303-6220 for prices and menu. For other food catering services, you may use any properly licensed caterer.
5. All rentals involving foodservice will incur an additional Cleaning Deposit, as listed above under each facility.
6. Any facility left in other than "as-found" condition will have the Cleaning Deposit added, as listed under each facility.
7. Wilson Abbey is a smoke- and alcohol-free facility. Alcohol is not permitted on the premises.
8. All renters of Wilson Sanctuary must provide proof of general liability insurance listing Wilson Abbey as Additional Insured. Recurring renters must submit updated proof of insurance as needed. Exceptions to this policy will be reviewed on a case-by-case basis. Call Genesis Winter at 773-273-6865.
9. Wilson Abbey may determine additional security or operational staff are necessary for your event. Rates for this staff will be decided on a case-by-case basis.
10. Wilson Abbey will not assume any responsibility for injury or accidents caused by the activities of event holders or participants, or injury or accidents caused by materials provided by event holders or participants. All renters must follow the Code of Conduct below.
11. Please book the space for the time you need it. We cannot allow access to the space before the time reserved for your event. Early arrivals will be charged for additional time. After your event, rooms must be vacated by the time indicated on the Confirmation Agreement. Overtime charges will apply for rooms not vacated by the contracted time.
12. All event deliveries must be received by event holder during scheduled event time. Deliveries and retrieval of equipment, supplies or materials outside of the scheduled event time must be arranged in advance. Extra fees may apply for delivery, retrieval and/or storage of materials outside of scheduled event times.

13. If advertising your event, prior approval from the Director is required for use of all photos of Wilson Abbey or the Wilson Abbey logo. Email genesis@wilsonabbey.com

14. No materials, decorations or paper can be affixed to the walls, furniture, lighting or fixtures anywhere in the building. Exceptions specifically for Decorations will be made only with approval of Genesis. Under no circumstances will any event holder apply any kind of adhesive tape to any surface in the Abbey except with express permission . In case of violation, inconvenience fees and repair costs will be billed to the event holder.

15. Event holders must bring their own supplies. Wilson Abbey will not provide supplies (ie, batteries, scissors, paper, tape, markers, pencils, whiteboards, etc.) unless explicitly arranged and paid for in advance.

16. Event holders are fully responsible for any damage to Abbey property or theft of Abbey equipment while in their care.

Code of Conduct

THE FOLLOWING ACTIVITIES ARE PROHIBITED ON WILSON ABBEY PREMISES:

1. Rude, discourteous, raucous or disruptive behavior
2. Sexual harassment of any sort
3. Smoking
4. Drinking
5. Sleeping
6. Use of inappropriate or discriminatory language
7. Use of radios, CD players, etc. without headphones
8. Possession, sale, or use of illegal substances
9. Possession or use of weapons
10. Sexual activities
11. Physical violence or threat of physical violence
12. Any behavior that endangers the safety of any individual or group
13. Anything illegal
14. Using Wilson Abbey facilities for other than their intended purposes.

These rates are subject to change. Wilson Abbey reserves the right to ask renters and their guests to leave if they do not follow the Code of Conduct.

I have read and agree to the terms and conditions of this rental agreement.

Date _____

Confirmed on _____ by _____