

VILLAGE OF LANSING FORD HANGAR USAGE POLICY

The Historic Ford Hangar, located at the Lansing Municipal Airport in Lansing, Illinois, is an airplane hangar built in 1926 by Henry Ford to connect his Ford Motor Company manufacturing plants in southland Chicago with his factories in Detroit. It was established as a historic building on the National Register of Historic Places in 1985. The building continued to serve as a working hangar for a number of different aviation concerns until 2011, when it was vacated for preservation purposes. Today, the Historic Ford Hangar can be rented for events, including, but not limited to, weddings, photography sessions and fundraisers.

The policy information is provided to those who want to have an event at the Ford Hangar (hereinafter, the “*Event Applicant*” or “*Event Applicants*”). This policy contains the information needed to register such an event and obtain any required licenses or permits for the Ford Hangar. The Event Applicant should keep this policy for reference.

All Event Applicants are required to fill out in full the Application for Use of the Ford Hangar (separate document) and submit it with the requested documentation to the Village of Lansing’s Director of Venue Operations (the “*Director*”). Any Event Applicants must inform the Director of any and all amendments to their submitted Application for Use. The purpose of the Application for Use and the Ford Hangar Usage Policy (the “*Policy*”) is to ensure that the responsibilities of all parties are agreed to and understood, that all events at the Ford Hangar are proceeded in a uniform fashion, and that all guidelines are followed.

By granting permission to allow a particular group to use the Ford Hangar, the Village is not endorsing the opinions and philosophy of that particular group. Where appropriate in this application, the term “Event Applicant” or “Event Applicants” refers to the point person for an event at the Ford Hangar that is being considered by the Village. This point person is required to be physically present at the Ford Hangar for the duration of the event.

2. Description of Facilities

The Historic Ford Hangar is a 13,000 square foot airplane hangar converted into an event venue. The Ford Hangar is in the process of being renovated and offers a versatile and exciting space for hosting unique and creative events.

The Event Applicant acknowledges and accepts this policy with knowledge of the “as is” condition of the Ford Hangar, including without limitation, any defects or environmental conditions affecting the property, whether known or unknown. The Event Applicant acknowledges that the Village, its agents and representatives have not made, and the Village specifically negates and disclaims, any representations, warranties, promises, covenants, agreements or guarantees, implied or expressed, oral or written, with respect to the physical condition of the Ford Hangar on site.

3. Availability of Venue

The Ford Hangar is available to interested Event Applicants on a first come, first-serve basis. Upon request, event times will be approved or denied by the Director with advice and consent of the Village Administrator. Events held at the Ford Hangar must end by 11:00 p.m.

Deadlines for submission of an Application for Use are as follows:

- Weddings: 90 days prior to event.
- Other events: 60 days prior to event.

Upon request, time limits and submission requirements may be waived at the Director’s discretion.

4. Daily Rental Fees

The Ford Hangar is available for rent from May 1st through October 31st. Rental fees for the use of the Ford Hangar shall be assessed as follows (the “*Rental Fees*”):

Hourly Rates (Up to 2 Hours)	
Resident	\$250 per day
Non-Resident	\$350 per day

Resident Rates - More Than 2 Hours	
Sunday-Thursday	\$750 per day
Friday and Saturday	\$1,000 per day

Non-Resident Rates - More Than 2 Hours	
Sunday-Thursday	\$1,000 per day
Friday and Saturday	\$1,250 per day

Rental Fees only cover the use of the facility. The Rental Fees do not include the Damage Deposit referenced in Section 5 of this Policy. As set forth in the Policy, an Event Applicant may be responsible for other fees or charges in addition to the Rental Fee. Any additional fees for Village services provided in preparation for or during the event, or for charges for damages pursuant to the Policy herein incurred during the Event, will be billed and included in an invoice sent to the Event Applicant after the event. All checks must be made payable to the Village of Lansing – Ford Hangar and must be paid within 14 days.

5. Damage Deposit

A damage deposit of \$1000.00 (the “*Damage Deposit*”) shall be paid to the Village of Lansing – Ford Hangar upon approval of the Application for Use. Upon review by the Director of Venue Operations or the Village Administrator, the deposit amount may be modified per Section 32 of this policy. This Damage Deposit is separate from the Rental Fees referenced in Section 4 of this Policy. The Village reserves the right to cancel the event and retain the full Damage Deposit if the final payment of the Rental Fee is not received one (1) week prior to the Event Date.

In most cases, the Damage Deposit will be refunded within fourteen (14) business days after an event. When the cost of damages does not exceed the amount of the Damage Deposit, whole or partial refunds of the Damage Deposit shall be based upon the assessment of the Ford Hangar facilities and grounds after an event, as described in Section 30 of this Policy (Post-Event Walk Through). The Event Applicant hereby authorizes the Village to deduct from the Damage Deposit a sum sufficient to repair any damages or cover any related expenditures resulting from the Event Applicant's use of the Ford Hangar and its grounds and equipment, including but not limited to the replacement of any lost or stolen equipment.

In cases in which the cost of damages or the amount of related expenditures individually or cumulatively exceeds the amount of the Damage Deposit, the Event Applicant hereby agrees to cover such costs of damages and/or related expenditures. In such cases, the Village shall present a written statement of damages and/or related expenditures to the Event Applicant within fourteen (14) business days after the event. Payment must be made within thirty (30) days of receipt.

6. Review of Application for Use

Following review of the Application for Use, the Village shall:

1. Approve the Application for Use;
2. Note any changes on the Application for Use that may be necessary in order for approval;
or
3. Deny the Application for Use.

Submission of an Application for Use shall not guarantee approval by the Village.

7. Waiver of Fees

The Village may, at its sole discretion, waive any or all fees associated with the Ford Hangar, provided the proposed use is determined to serve recreational or civic interests. The Village may require groups or organizations to provide evidence of 501(c)(3) status.

8. Security Requirements

Security is required for all events at the Ford Hangar. The size, scope, and risk of the event, among other concerns, determine the scope of security coverage that will be required. The Director and the Village Administrator will determine the scope of security coverage required and provide all rates for security personnel.

Event Applicants are responsible for the actions and conduct of any and all persons and organizations at their events. Children under 18 must be supervised at all times. The Village and its security personnel reserve the right to request that any person or group of people acting contrary to rental regulations immediately leave the premises.

9. Ambulance and Medical Personnel

The Director reserves the right to require onsite coverage by Emergency Medical Services (EMS) personnel for events at the Ford Hangar. The Director and Village Administrator will determine the type and scope of EMS coverage required for an event based on an overall review and assessment of the event.

10. Posting Advertisements and General Publicity

All promotional materials and websites associated with an event at the Ford Hangar must be reviewed by the Director and the Village Administrator prior to dissemination and distribution. The names of the Ford Hangar and the Village of Lansing, and their associated seals, marks, or symbols, are registered trademarks and therefore require permission from the Village to use.

11. Equipment and On-Site Technician Requirements

The Director may require a Village-approved equipment technician to be on-site before, during, and after an event and while the Ford Hangar is being used.

12. Event Set-Up and Clean-Up

The Village is responsible for maintenance and cleanliness during events at the Ford Hangar. All property belonging to the Event Applicant or the Event Applicant's invitees, guests, agents, or subcontractors shall be delivered and removed on the day of the event unless otherwise approved by the Director. Event Applicants may contact the Director to request earlier or later access to the Ford Hangar for set-up or clean-up purposes.

If there is property that has been pre-set for an event, the Village shall not be responsible for any loss or any damage to any or all of the Event Applicant's property. The Event Applicant agrees to indemnify and hold the Village harmless from any claims, losses damages and expenses, including reasonable attorney fees, of any nature, for property damage arising out of the Event Applicant's access to the Ford Hangar based upon the Policy.

13. Stage Work/Set Design/Light and Sound Equipment

Event Applicants are responsible for providing any stage equipment or backdrops and must obtain approval from the Director regarding these provisions.

Event Applicants are responsible for providing any light and sound equipment for their event. Loudspeakers or sound system equipment are only permitted with written approval from the Director. Event Applicants must contact the Director to discuss the power/electrical requirements of their equipment.

14. Amplified Sound

No amplified sound may take place anywhere at the Ford Hangar after 11:00 p.m.

15. Entertainment

The Event Applicant is solely responsible for providing Entertainment for the event. “Entertainment” includes, but is not limited to, any individual, group, entity, company, or corporation hired or used for the purposes of entertainment such as music or performances.

The Entertainment or the Event Applicant must discuss requirements with and provide the following to the Director and the Village Administrator at least fourteen (14) days prior to the event:

1. Day-of Schedule including arrival time and duration of service; and
2. Space requirements and special needs.

If approved in writing by the Director, it is suggested that any Entertainment schedule a walk-through with the Director or his designee to prevent any misunderstandings about electrical requirements at the Ford Hangar.

16. Parking

Guest Parking is available at the Ford Hangar. A map designating available parking areas is attached hereto as Exhibit A.

Attendance in excess of 300 may require alternative parking procedures.

17. Closure or Use of Public Way

The Village will determine all routes for events requiring the closure or use of a public way (including sidewalks and street crossings). Event Applicants are responsible for the costs of all traffic-control services, including but not limited to services provided by local traffic and law enforcement agencies or companies.

18. Admission Fees

Admission fees for events at the Ford Hangar must be approved in writing by the Director.

19. Signage and Decorations

The Ford Hangar is an established historic building on the National Register of Historic Places. As such, all desired signage and decorations must be approved by the Director in writing in order to ensure the continued historic status of the Ford Hangar.

All signage and decorations must adhere to the signed provisions of the Code of Ordinances of the Village of Lansing, Cook County, Illinois. The Village is not responsible for damage to any signage or decorations.

20. Ushers and General Event Staffing

At the Director's discretion, the Village may require Event Ambassadors to oversee an event. The Village will provide any required Event Ambassadors.

Any and all costs for the services provided for in this Section are the sole responsibility of the Event Applicant.

21. Food and Beverages

Catering

No outside food or beverages are permitted at the Ford Hangar except with the express written permission of the Director. The Event Applicant is responsible for providing catering for all events. Catering may include, but not necessarily be limited to, the provision of linens, dinnerware, glassware, flatware, tables, chairs, chair coverings, cake stands, and centerpiece items. Any costs for the services and goods provided for in this Section are the sole responsibility of the Event Applicant. Food and beverage preparation and sales must comply with the Code of Ordinances of the Village of Lansing, Cook County, Illinois, and all other applicable laws, codes and regulations.

The Vendor must provide a certificate of general liability insurance naming the Village as an additional insured. This must be submitted to the Village at least thirty (30) days prior to the Event. The Vendor must provide all required state and local operating and business licenses to the Village at least thirty (30) days prior to the event.

Alcoholic Beverages

Any and all beverages for the event will be provided by the Village as set forth in the Application for Use.

No outside beverages are permitted at the Ford Hangar except with the express written permission of the Director. No liquor shots are permitted.

Any and all alcoholic beverages during the event, including during set up and clean up, must be served by bartenders employed by the Village and certified through the State of Illinois' Beverage Alcohol Sellers and Servers Education and Training (BASSET) program.

Absolutely no alcoholic beverages may be removed from the Ford Hangar during or after the event except such areas as may be explicitly authorized in writing by the Director of Venue Operations.

Any and all costs for the services provided in this Section are the sole responsibility of the Event Applicant.

22. Notice – Restroom Accessibility

There are no restroom facilities available at the Ford Hangar. The Event Applicant is solely responsible for providing portable restrooms during your event. If the restroom provided is of the portable trailer type, the restroom vendor must provide a gas-filled generator to power the unit during the event. The designated restroom vendor must discuss requirements with and provide the following to the Director and the Village Administrator at least fourteen (14) days prior to the event:

1. Day-of Schedule including arrive time and duration of service; and
2. Space requirements, special needs, and serving layout; and
3. Written confirmation that a generator is being provided for any washroom trailer.

23. Smoking

Smoking, including vaping, is strictly prohibited inside the Ford Hangar. Violators will be assessed a \$100.00 fee per incident. The Village of Lansing will designate a smoking area with smokers' receptacles for safety and butt collection placed a minimum of fifteen (15) feet from the entrance to the Ford Hangar.

24. Permanent Property and Equipment

Permanent property and equipment at the Ford Hangar must not be removed or altered under any circumstances.

25. Substances of an Explosive or Highly Flammable Nature

In accordance with the Code of Ordinances of the Village of Lansing, Cook County, Illinois, individuals or organizations will not use or permit the use upon the premises of any substances of any explosive or highly flammable nature, including but not limited to sparklers and fireworks. Bonfires and open flame are prohibited.

26. Firearms

Firearms are prohibited at the Ford Hangar, in accordance with applicable sections of the Firearm Concealed Carry Act, 430 ILCS 66/1 et seq., and insofar as permitted by law. See 430 ILCS 66/(a)(1), (5), (10), and (11); 430 ILCS 66/(a-5).

27. Cancellation of the Event by Applicant

Cancellation of reservations by fault of the Event Applicant must be made in writing to the Director and will result in loss of the fees paid according to the following schedule:

- Less than thirty (30) days prior to the first day of the event: 100%
- Thirty (30) days or more prior to the first day of the event: 50%

The Event Applicant assumes all weather-related risk, including but not limited to, responsibility for the Rental Fees and personal property damage. The Event Applicant understands that the Ford Hangar is designed to provide limited protection from weather conditions, primarily temperature control.

28. Proof of Insurance

The Village may, at its sole discretion, require an Event Applicant to obtain liability insurance written in the name of the Village of Lansing as insured. If liability insurance is required, the event being covered by the insurance must be named on the insurance certificate.

If liability insurance is required, the Event Applicant will be permitted to hold an event only if approved insurance documents are finalized and provided to the Director. Insurance coverage must be on file with the Director and the Village Administrator, a minimum of thirty (30) days prior to the use of the Ford Hangar for the event. In certain cases, depending on the event, the Event Applicant may also be required to obtain supplemental insurance coverage.

29. Pre-Event Walk Through

One week prior to the event, the Event Applicant must schedule a Pre-Event Walk-Through with the Village. All event details will be discussed at the Ford Hangar at this time. The Event Applicant should come to the Pre-Event Walk-Through with prepared event documents to ensure that all last-minute items are prepared and confirmed.

30. Post-Event Walk Through

A Post-Event Walk-Through will be scheduled following the event to review the overall condition of the Ford Hangar after the event. The Director may require the Event Applicant to attend a Post-Event Walk-Through at the site. The Director or his designee will submit comments to the Village regarding the status of the Ford Hangar grounds, buildings, and equipment.

The Event Applicant will be responsible for assuming all charges if it is found that damage occurred to any part of the Ford Hangar.

31. Lansing Municipal Airport Restrictions

During the entirety of Ford Hangar events, guests are expressly prohibited from accessing Public Aircraft Facilities at the Lansing Municipal Airport, as defined in Section 100.1(D) of Ordinance No. 401 (adopted April 20, 1976) and amended from time to time. Failure to adhere to these restrictions may result in the immediate termination of your event.

Public Access Facilities include, but are not necessarily limited to:

- Public runways for the purpose of landing and taking off of aircraft.
- Public taxiways for the purpose of ground movement of aircraft.
- Public aircraft parking space for the purpose of parking and storing aircraft, loading and unloading passengers, baggage, freight, mail, and other cargo upon and from aircraft, performing operations incidental to the immediate arrival and departure of aircraft and servicing with fuel, and for parking mobile equipment actively used in connection with the foregoing.
- Any other space provided by the Lansing Municipal Airport for public use by aircraft operators at the Airport.

32. Right of Refusal or Modification

The Village reserves the right to refuse a request to book the Ford Hangar if it's deemed advisable and in the best interest of the health, safety, and welfare of the residents of Lansing. Additionally, modifications to any section of this usage policy may be considered if deemed advisable and in the best interest of the health, safety, and welfare of the residents of Lansing.