631 Willoughby Lane, Collinsville, IL 62234
willoughby@collinsvilleil.org
618-977-0941

2026 Willoughby Farm Facilities Rental Contract

Renter Name:	Organization Name:
Address:	City, State, Zip Code:
Phone Number:	Alternate Phone Number:
Email Address:	Rental Date:
Rental Start Time:	Rental End Time:

Facility Rentals and Rates

Check the box for the facility/facilities you would like to reserve. ***Date and times must be noted above.***

Main Facilities	***Hours***	***Cost***	
☐ Barn	9am-1pm • 1:30-5:30 pm •6-9 Barn Only	☐ Resident $200 ☐ Resident $300	☐ Nonresident $225 ☐ Nonresident $325
☐ Chicken Pergola	9am-1pm • 1:30-5:30 pm	☐ Resident $50	☐ Nonresident $60
☐ Pavilion	9am-1pm • 1:30-5:30 pm • 6-9pm ($100/$120 May-Oct)	☐ Resident $80	☐ Nonresident $100
☐ Farmhouse Main Floor	*Per hour* (maximum 3 hours)	☐ Resident $150	☐ Nonresident $175
☐ Full Farm After Hours	*Per hour*	☐ Resident $200	☐ Nonresident $225
☐ **Farm Rental Package**	1:30-10:00pm	☐ Resident $1,300	☐ Nonresident $1,500

Farm rental package includes Barn rental from 1:30-10:00pm, liquor permit, and use of 15 tables, 100 chairs, arbor arch, trough, and half refrigerator. Full Farm After Hours cost applies to extending time past 10:00pm.

☐ Add 2-hour Farmhouse rental to Farm Rental Package — ☐ Resident $250 ☐ Nonresident $300

- Renters are responsible to read and follow **Renter Responsibilities** listed on the following page. Renter will be charged for all damages.
- **Set-up and take down for your event are both included in rental time.**
- A fee up to $100 per hour dependent on the tent location requested. The specific space must be approved in advance.

Tables and Chairs	*Cost*
☐ 60" round tables	Quantity: _____ x $10.00 = _____
☐ 8' rectangular tables	Quantity: _____ x $10.00 =_____
☐ White folding chairs	Quantity: ____ x $2.00 = _____

Other Amenities	*Cost*	
☐ Fire Pit	$100	Note: A facility must be rented to reserve fire pit
☐ Liquor Permit	$20	
☐ Sound System	$55	
☐ Arbor Arch	$28	
☐ Trough	$28	
☐ Refrigerator	$55	
☐ Propane Heaters **(Barn only)**	$82 each	
☐ Wagon Ride (up to 30 minutes)	$75	

Note: Refrigerator must be emptied by the end of the rental. There will be a $15 charge for anything left in the refrigerator (taken out of deposit).

Picnic Sites	***Cost***	
☐ Poppy's Path (behind Bank Barn)	☐ Resident $50	☐ Nonresident $60
☐ Children's Garden (north of entrance road)	☐ Resident $50	☐ Nonresident $60
☐ Bird Circle (behind Gindler Barn)	☐ Resident $50	☐ Nonresident $60
	☐ Add Firewood: $25	

Picnic sites are located off the beaten path with picnic area, grill, and campfire. Sites are available at 4-hour increments.

Picnic Site Rules:

1. No glass.
2. Take out what you bring in – trash bags are NOT included.
3. All fires must be extinguished before leaving

Damage Deposit Fees

The damage deposit for Barn, House, and/or Full Farm rentals is $100. (No deposit is required to reserve only the Chicken Pergola, Pavilion, or Picnic Sites.)

Deposits will not be refunded if the facilities are not properly cleaned and returned to the condition they were found. This includes, but is not limited to, the proper disposal of trash.

Office Use Only

Rental Fees

Total Rental Cost: _____ Amount Paid: _____ Date Paid: _____

Deposit Amount: _____ Date Paid: _____

Post-Event Inspection

Conducted by: _____ Condition: ☐ Acceptable ☐ Unacceptable

Deposit Amount Returned: _____ Date Processed: _____

Comments: _____

Cancellation

Date of Notification: _____ Percentage of Refund: _____ Refund Total: _____

Reason: _____

Terms and Conditions of Willoughby Farm Rental Agreement

PAYMENT AND CANCELLATIONS: A copy of the contract signed by both the individual renting the facility "Renter" and an City of Collinsville "City" representative, along with a down payment equivalent to 30% of the total cost of the rental must be on file with the City to secure the facilities, dates, and times requested. All monies owed are to be paid in full 90 days prior to the date of the rental. In order for a cancellation to be processed and monies refunded, a written cancellation must be submitted to the City within the following timeframe:

90 or more days' notice – 100% refund;

61-89 days' notice – 50% refund,

31-60 days' notice – 25% refund,

0-30 days' notice – no refund.

All cancellations require a $25 processing fee. This fee will be deducted from the overall refund.

RENTER RESPONSIBILITIES: The renter is fully responsible for the physical condition of the rented grounds/facilities and is responsible for all damage to the property or loss sustained by the City caused by the renter or his/her guests. This includes any damages to the property, building, furnishings, equipment, other rental items, etc. The expenses resulting from any damage or undue maintenance will be charged to the renter and taken from the damage deposit. Failure to meet any obligations beyond the damage deposit amount within 30 days of billing will be cause for cancellation of future privileges and for legal action including all expenses and attorney fees and court costs incurred by the City for collection. The renter is responsible for following and enforcing all rules and regulations of Willoughby Farm including, but not limited to the following: (Please initial each line)

- Smoking is not allowed in any structure, i.e. barns, house, pavilion
- **The following decorations are prohibited:**
  - **Open Flames**
  - **Glue, nails, tacks, staples**
  - **Glitter, confetti, rice, mylar disks**
  - **No Helium balloons allowed**
  - **Artificial flower petals**
- **Vehicles are not allowed outside of designated parking areas/lots. Vehicles may only enter the barnyard area for loading and unloading prior to and following a rental. Parking in the grass is strictly prohibited.**
- Wood used in the fire pit must be purchased on site. The renter is responsible for ensuring the fire is completely extinguished prior to the end of the rental.
- **All farm decorations (seasonal and permanent) are to be left as is.**
- Hairspray and other cosmetics/chemicals, etc. may only be used on the main floor bathroom

- Do not use the stove. It is for decoration only.
- Alcoholic beverages are permitted only with the purchase of a liquor permit. Selling of liquor is not permitted without proof of a Dram Shop and Liquor License. Permits and licenses must be displayed at all times. Failure to comply with this policy will result in the renter's immediate forfeiture of any deposit and any additional charges for damages incurred.
- **All trash must be taken to the dumpster prior to the end of the rental**
- All rental items, decorations, and signs must be removed, and the facilities and grounds returned to their pre-rental condition prior to the end of the rental. Set-up and clean-up times must be scheduled into the reservation time.

HOLD HARMLESS: I have read, understand and agree to comply with all the rules, regulations, policies and fees set forth by the City of Collinsville. I further attest that I will be personally responsible for any repair or damage to equipment, the facilities and grounds or for theft sustained because of the occupancy of premises. I agree to be responsible for the conduct of members of my group in and about the facilities in use, for the control and containment of noise, group participants, litter and damage beyond ordinary wear and tear which may occur while I am occupying the premises. I further agree that use of the requested facilities will be in accordance with the policies and procedures, local ordinances, and all valid laws of the State of Illinois. I agree to indemnify the City of Collinsville for any losses and/or expenses the City may incur as a result of any violation of the above rules, including the City's attorney fees and court costs.

Renter's Signature: _____ Date: _____

City Staff Signature: _____ Date: _____

COLLINSVILLE ILLINOIS
PARKS & RECREATION

Willoughby Farm is a facility of the City of Collinsville
10 Gateway Drive
Collinsville, IL 62234
www.collinsvilleil.org