



**CONTRACT FOR RENTAL OF LEMONT TOWNSHIP COMMUNITY CENTER
16300 ALBA STREET, LEMONT, IL 60439**

(REMITTANCE/ CORRESPONDENCE MAILED TO LEMONT TOWNSHIP, 1115 WARNER AVE., LEMONT, IL 60439)

LEMONT RESIDENT APPLICANT NAME (21YRS+): _____

TYPE OF ORGANIZATION (PROFIT/NON-PROFIT): _____

EVENT: _____

PERSON IN CHARGE: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

DATE TO BE RESERVED: _____

TIME TO BE RESERVED: _____ START _____ FINISH **(INCLUDES SET-UP & CLEAN-UP)**

NO. OF ADULTS: _____ NO. GUESTS UNDER 21: _____ **MAXIMUM GUESTS 100**

ALCOHOL SERVED: YES NO **(ALCOHOL USAGE AGREEMENT REQUIRED-CERTIFICATE IN RESIDENT/RENTER'S NAME)**

RENTAL CHARGE: \$100/HR. LEMONT RESIDENTS ONLY (PROOF NEEDED)

50% ROOM DOWN PAYMENT DUE WITH SIGNED AGREEMENT(S)

\$60 CLEANING BALANCE PAID 21 BUSINESS DAYS PRIOR TO RENTAL

RENTAL HOURS:

3PM-11PM FRIDAYS, 7AM-11PM SATURDAYS, 7AM -10PM SUNDAYS -- FOUR HOUR MINIMUM

3PM – 9PM - MONDAY – THURSDAY -- TWO HOUR MINIMUM

LIQUOR LIABILITY: INSURANCE REQUIRED (21) TWENTY-ONE BUSINESS DAYS PRIOR TO EVENT YES__ NO__

AUDIO SYSTEM USAGE: \$50.00 YES__ NO__ KITCHEN USE: YES__ NO__

COOLING TABLE: \$25.00 YES__ NO__

ROUND TABLES: \$5.00/EA. YES__ NO__ HOW MANY__

TOTAL AMOUNT DUE: _____ (DUE (21) TWENTY-ONE DAYS PRIOR TO RENTAL)

CANCELLATIONS MUST BE SUBMITTED IN WRITING TO THE TOWNSHIP SUPERVISOR BY THE PERSON WHO SIGNED THE CONTRACT AT LEAST SIXTY (60) DAYS PRIOR TO THE EVENT TO RECEIVE A FULL REFUND. IF CANCELLATION OF RENTAL IS LESS THAN 14 DAYS FROM RENTAL DATE DOWN PAYMENT IS NON REFUNDABLE. _____ (INITIAL)

LEMONT TOWNSHIP RESERVES THE RIGHT TO CANCEL ANY AND ALL COMMUNITY CENTER RESERVATIONS

**THE RENTER AGREES TO COMPLY WITH THE FOLLOWING REGULATIONS
UPON SIGNING THE RENTAL AGREEMENT:**

1. NEITHER LEMONT TOWNSHIP NOR ITS AGENTS, EMPLOYEES, OR ELECTED OFFICIALS SHALL BE LIABLE FOR ANY LOSS, DAMAGE, INJURIES, OR OTHER CASUALTY OF WHATSOEVER KIND, OR BY WHOMEVER, CAUSED BY OR ARISING OUT OF THE UNDERSIGNED'S USE OF THE PREMISES. THE UNDERSIGNED AGREES TO INDEMNIFY, DEFEND, AND HOLD THE TOWNSHIP HARMLESS FROM AND AGAINST ALL CLAIMS, DEMANDS, LIABILITIES, SUITS, OR ACTIONS (INCLUDING REIMBURSEMENT TO LEMONT TOWNSHIP FOR ALL REASONABLE ATTORNEY FEES AND EXPENSES INCURRED BY LEMONT TOWNSHIP) ARISING OUT OF, OR RELATING TO, THE UNDERSIGNED'S USE OF LEMONT TOWNSHIP PREMISES.
2. PER LEMONT FIRE DEPT. ORDINANCE: **NO OPEN FLAME COOKING, CANDLES, AND/OR ANY COMBUSTIBLE SUBSTANCES ARE ALLOWED.** SUPERVISOR APPROVAL AND INSURANCE IS NEEDED FOR ANY REQUESTS TO GRILL OUTSIDE; INCLUDING CATERERS
3. SUPERVISOR APPROVAL AND INSURANCE REQUIRED FOR ANY EQUIPMENT OR VENDORS BROUGHT ON LEMONT TOWNSHIP PROPERTY. SUCH AS, BUT NOT LIMITED TO, INFLATABLE BOUNCE HOUSES, AND FOOD TRUCKS.
4. IF ALCOHOL IS TO BE SERVED, AN APPLICATION FOR LIQUOR USAGE MUST BE SUBMITTED ALONG WITH PROPER INSURANCE VERIFICATION, BY THE RENTER. THE APPLICATION AND INSURANCE CERTIFICATE IS **DUE TWENTY-ONE DAYS (21)** IN ADVANCE OF THE EVENT. THE APPLICATION FOR LIQUOR USAGE IS SUBJECT TO APPROVAL BY THE LEMONT TOWNSHIP SUPERVISOR.
5. **NO SMOKING** WILL BE ALLOWED IN THE LEMONT TOWNSHIP COMMUNITY CENTER, OR WITHIN 15 FEET OF THE BUILDING.
6. THE INDIVIDUAL AND/OR ORGANIZATION SHALL BE HELD RESPONSIBLE FOR ANY DAMAGE TO THE RENTED PREMISES, OR TO THE LEMONT TOWNSHIP COMMUNITY CENTER. **(NO GLITTER OR MESSY CRAFTS ALLOWED)** IF LEMONT TOWNSHIP IS REQUIRED TO FILE SUIT TO RECOVER THE COSTS OF REPAIR, IT SHALL BE ENTITLED TO ITS REASONABLE COSTS AND ATTORNEY FEES.
7. RENTAL BALANCE AND INSURANCE CERTIFICATE (LIQUOR) **DUE TWENTY-ONE (21)** BUSINESS DAYS PRIOR TO EVENT. (NO EXCEPTIONS)
8. THE RENTER AGREES TO THE FOLLOWING CHARGES IN THE AMOUNT AS INDICATED:

SIGNATURE OF RENTER INDICATING AGREEMENT OF THE ABOVE TERMS:

DATED: _____

APPROVED BY LEMONT TOWNSHIP: _____ DATED: _____

LEMONT TOWNSHIP BUILDING RENTAL CLEAN-UP CHECKLIST:

- _____ Tabletops wiped clean.
- _____ All bathrooms left in an orderly manner and everything working properly.
- _____ All decorations removed. Any tape used to fasten decorations removed. Please be sure to check windows, walls, railings, and ceiling. Balloons must be removed from property and not released on Lemont Township Property.
- _____ Counter tops wiped clean. Sink clear & wiped clean.
- _____ Refrigerator emptied & wiped clean from any spills.
- _____ Coffee pot (if used) cleaned.
- _____ Any spills wiped clean.
- _____ All food, dishes, cups, beverages, tablecloths, Removed from the building.
- _____ Outside deck (if used) clear of debris.
- _____ All trash taken out to the dumpster and placed inside



APPLICATION FOR LIQUOR USAGE

SOCIAL CONSUMPTION IS PERMITTED. NO SALE OF ALCOHOL IS ALLOWED. CONSUMPTION OF ALCOHOL IS ONLY PERMITTED IN THE ROOM(S) RENTED AT THE COMMUNITY CENTER AND IS NOT ALLOWED OUTSIDE. SPECIFIC RULES APPLY.

NAME OF GROUP OR INDIVIDUAL _____

ADDRESS _____

HOME PHONE _____ CELL PHONE _____ WORK PHONE _____

TYPE OF ACTIVITY _____ TYPE OF ALCOHOL _____

NUMBER OF GUESTS _____ NUMBER OF GUESTS UNDER 21 _____

TIME/DAY REQUESTED: DATE _____ START _____ FINISH _____

Insurance required as outlined on Page 2 of this application.

_____ agrees to hold harmless, indemnify and defend Lemont Township, its agents, employees, and elected officials from and against all claims, demands, liabilities, suits, or actions (including all reasonable attorney fees and expenses incurred by Lemont Township) arising out of, or relating to, the undersigned's use of Lemont Township premises. The undersigned agrees to hold the Township harmless from any claims, demands, liabilities, suits or actions (including all reasonable attorney fees and expenses incurred by Lemont Township) arising out any condition of the rented facility. Lemont Township assumes no responsibility for the use of alcoholic beverages in regard to this application.

The alcoholic beverages must be brought onto the Lemont Township premises by the group consuming the same and no person shall give or permit to be sold any alcoholic beverage, for any consideration whatsoever, so as to give rise to a cause of action on the part of any person, either directly or indirectly, under the provisions of "An Act Relating to Alcoholic Liquors", and particularly that part thereof commonly known as the Illinois Dram Shop Act, and all acts amendatory thereto.

The following procedures must be adhered to and completed prior to and during the proposed activity:

- _____ Complete registration.
- _____ Provide alternate nonalcoholic beverage and food for the period of time in which alcohol is served.
- _____ Dispense alcoholic beverages by paper, plastic cup or can, from the kitchen or bar area only.

- _____ Provide designated bartenders for the period of time alcohol is dispensed and allow alcohol to be dispensed only by the designated bartender(s).
- _____ Consumption of alcohol is only permitted in the room(s) rented for the event. In the event applicants are not in compliance with all Lemont Township regulations, all deposits will be forfeited. **NO EXCEPTIONS.**
- _____ No alcohol is allowed outside the Community Center.
- _____ Comply with all applicable ordinances and regulations of the Village of Lemont.

ADDITIONAL TERMS & CONDITIONS FOR LIQUOR RENTAL

Distribution of alcoholic beverages by renters shall only be permissible if the following conditions are met and agreed to:

- * The individual must complete the Application for Liquor Usage form providing, among other things, specific information regarding the event, number of guests who will attend, and type of alcohol to be served.
- * Any alcohol distributed must be provided to the guests free of charge.
- * Renter must provide from their insurance carrier: "Additional Insured-Special Event Endorsement" with at least the following coverage limits: One Million Dollars (\$1,000,000.00) per event. **Renter must name Lemont Township and its elected officials and employees as additional insured.** Insurance must be in the name of the person or organization renting the Community Center.
- * A copy of the Certificate of Insurance must be received by Lemont Township at least twenty-one (21) days before the event. No alcohol will be distributed or consumed at an event if a Certificate of Insurance is not provided. The individual renting the facility shall be responsible for enforcing all local ordinances and state laws pertaining to the distribution of alcohol. If it is established that this provision has been violated, all evidence of the violation will be turned over to the appropriate authorities for use in prosecution.
- * The individual renting the facility may be required to provide and pay for an off-duty police officer as a security officer(s) to police the event; the name and phone number of such person(s) shall be provided to the Lemont Township before the application is granted. The number of security officers required for the event shall be determined by the Township Supervisor after submission of the application.
- * Lemont Township shall have the absolute right to refuse service of any additional alcoholic beverages to any person(s) who appear to be intoxicated, and to ask such individuals to leave the facility if they become belligerent or abusive. Police shall be called to the facility to assist if necessary.

- * Any damage caused by the renter, or guests in attendance at the event, is the liability of the renter. If the damage is repaired by persons/companies other than the Lemont Township the cost shall be paid by the renter to such service provider. Lemont Township may, in its sole discretion pay the service provider and seek reimbursement from the renter. In this scenario, the renter will be required to pay an administrative fee of \$100 plus the actual collection costs of Lemont Township, including court costs and attorney fees.

I agree to all terms and conditions listed in this agreement.

Applicant's Signature

Township Supervisor's Approval

Date: _____

Date: _____

Special Event Insurance

by **The Event Helper**

■ Venue acceptance guaranteed

Lemont Township accepts our policies!
Click anywhere on this flyer and you will be directed to our application with their requirements pre-filled.

■ Short on time?

A quote is free and takes only minutes on www.TheEventHelper.com. Documents are issued instantly and sent to your venue upon purchase.

■ Prefer to talk to a human?

We're happy to help! Call 855-493-8368 or email info@theeventhelper.com. Be sure to mention that your venue is a partner with us.

■ Procrastinator?

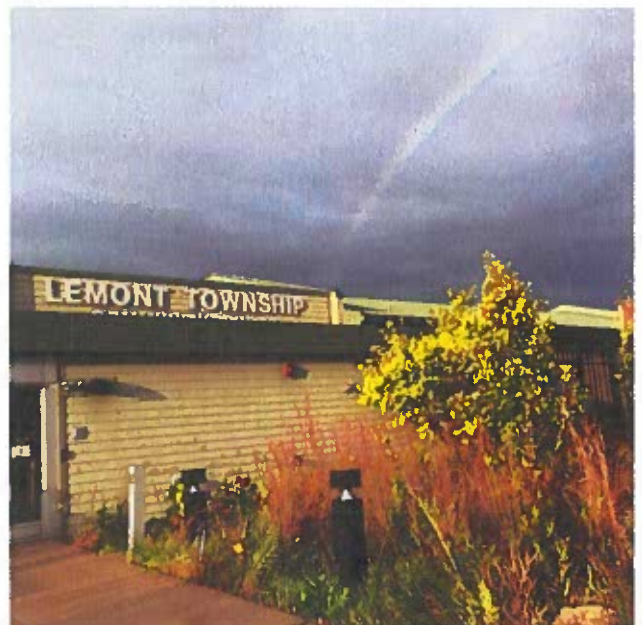
We are open 24/7 online at www.TheEventHelper.com. Our office is open M-F 7am to 5pm PST.

■ Having alcohol at your event?

We offer Host Liquor coverage at no additional cost and Retail Liquor coverage for an additional premium.

■ Selling or providing event services?

Our Event Insurance program can also provide policies for vendors, photographers, DJs, and more!



**event
helper**
.com



43 ft.

audio

dance floor

Kitchen

LEMONT TOWNSHIP
COMMUNITY CENTER
FLOOR PLAN
16300 ALBA ST.
LEMONT, IL. 60439
630-257-2522