



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)**

Rental Charges: \$125/hr. **Lemont Residents Only** (Verification Required)  
\$60 Cleaning Fee  
50% of Total is required for **Down Payment** due with signed agreement(s)  
Balance paid 21 business days prior to rental

Rental Hours Available: 3pm – 9pm Monday – Thursday -- Two Hour Minimum  
3pm-11pm on Fridays, 7am-11pm on Saturdays, 7am -10pm on Sundays -- Four Hour Minimum

Rental Application: Lemont Resident Applicant Name (21yrs+): \_\_\_\_\_

Type Of Organization (Profit/Nonprofit): \_\_\_\_\_

Type Of Event: \_\_\_\_\_

Person In Charge: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Details of Rental:**

Date To Be Reserved: \_\_\_\_\_ No. Of Adults: \_\_\_\_\_ No. Under 21: \_\_\_\_\_ **Maximum Guests 100**

Time Of The Event: Start: \_\_\_\_\_ Finish: \_\_\_\_\_ **Total Hours of Rental:** \_\_\_\_\_

**(One Hour Before Event And One Hour After Event Allowed For Set Up And Clean Up)**

Alcohol Being Served: Yes \_\_\_ No \_\_\_ **(Alcohol Usage Agreement and Liquor Liability Required)**

Liquor Liability Insurance: Insurance required **(21) twenty-one** business days prior to event Yes \_\_\_ No \_\_\_

Kitchen Use: Yes \_\_\_ No \_\_\_

Audio System Usage: \$50.00 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)

**Cancelation Policy:**

**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 security deposit refund. If cancelation of rental is less than fourteen (14) days from rental date down payment in 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:**

- 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.
- Per Lemont Fire Department. 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
- 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.
- 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.
- No smoking will be allowed in the Lemont Township Community Center, or within 15 feet of the building.
- 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.
- Rental balance and insurance certificate (liquor) due twenty-one (21) business days prior to event. **(NO EXCEPTIONS)**

The renter agrees to the following charges in the amount as indicated: \$ \_\_\_\_\_

I agree to all terms and conditions in this agreement:

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Lemont Township Approval

Date \_\_\_\_\_

Date \_\_\_\_\_



**APPLICATION FOR LIQUOR USAGE**

**SOCIAL CONSUMPTION IS PERMITTED. NO SALE OF ALCOHOL IS ALLOWED. CONSUMPTION OF ALCOHOL IS ONLY PERMITTED IN THE ROOM RENTER AT THE LEMONT TOWNSHIP COMMUNITY CENTER AND IS NOT ALLOWED OUTSIDE. SPECIFIC RULES APPLY.**

Name Of Group Or Individual: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type Of Event: \_\_\_\_\_ Type Of Alcohol: \_\_\_\_\_

Date To Be Reserved: \_\_\_\_\_ No. Of Adults: \_\_\_\_\_ No. Under 21: \_\_\_\_\_

Time Of The Event: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

**Insurance is required as outline 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 the Lemont Township premises. The undersigned agrees to hold the township harmless from any claims, demands, and liabilities, suits of actions (including all reasonable attorney fees and expenses incurred by Lemont Township) arising out of any condition of the rented facility. Lemont Township assumes no responsibility for the use of alcohol beverages in regard to this application.

The alcohol 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 the 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 of thereof commonly known as the Illinois Dram Shop Act, and all acts amendatory thereto.

The Following procedures must be adhere to and completed prior to and during the proposed activity:

\_\_\_ Completed 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 of bar area.

\_\_\_ Provide designated bartenders for the 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 we be forfeited. **NO EXEPTIONS**

\_\_\_ No alcohol is allowed outside of the Community Center

\_\_\_ Comply with all applicable ordinances and regulations of the Village of Lemont.

**Additional Terms and 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 for 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: Three Million Dollars (\$3,000,000) per event. Renter must name the **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 the Lemont Township at least twenty One (21) days prior to the event. No alcohol will be distributed or consumed at an event is a Certificate of Liability 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 th4 violation will be turned over to the appropriate authorities for use in prosecution.
- The individual renting the facility may be require to provide and pay for an off – duty police officer as a Security Officer to police the event; the name and phone number of such person shall be provided to the Lemont Township before the application is granted. The number of security officers required for an event shall be determined by the Township Supervisor after submission of the application.
- Lemont Township shall have the absolute right to refuses service to 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 I attendance at the event, is the liability of the renter. If the damage is repaired by persons/companies other than 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 the Lemont Township, including court costs and attorney fees.

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

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Township Supervisor’s Approval

Date \_\_\_\_\_

Date \_\_\_\_\_

**Lemont Township Community Center Floor Plan**

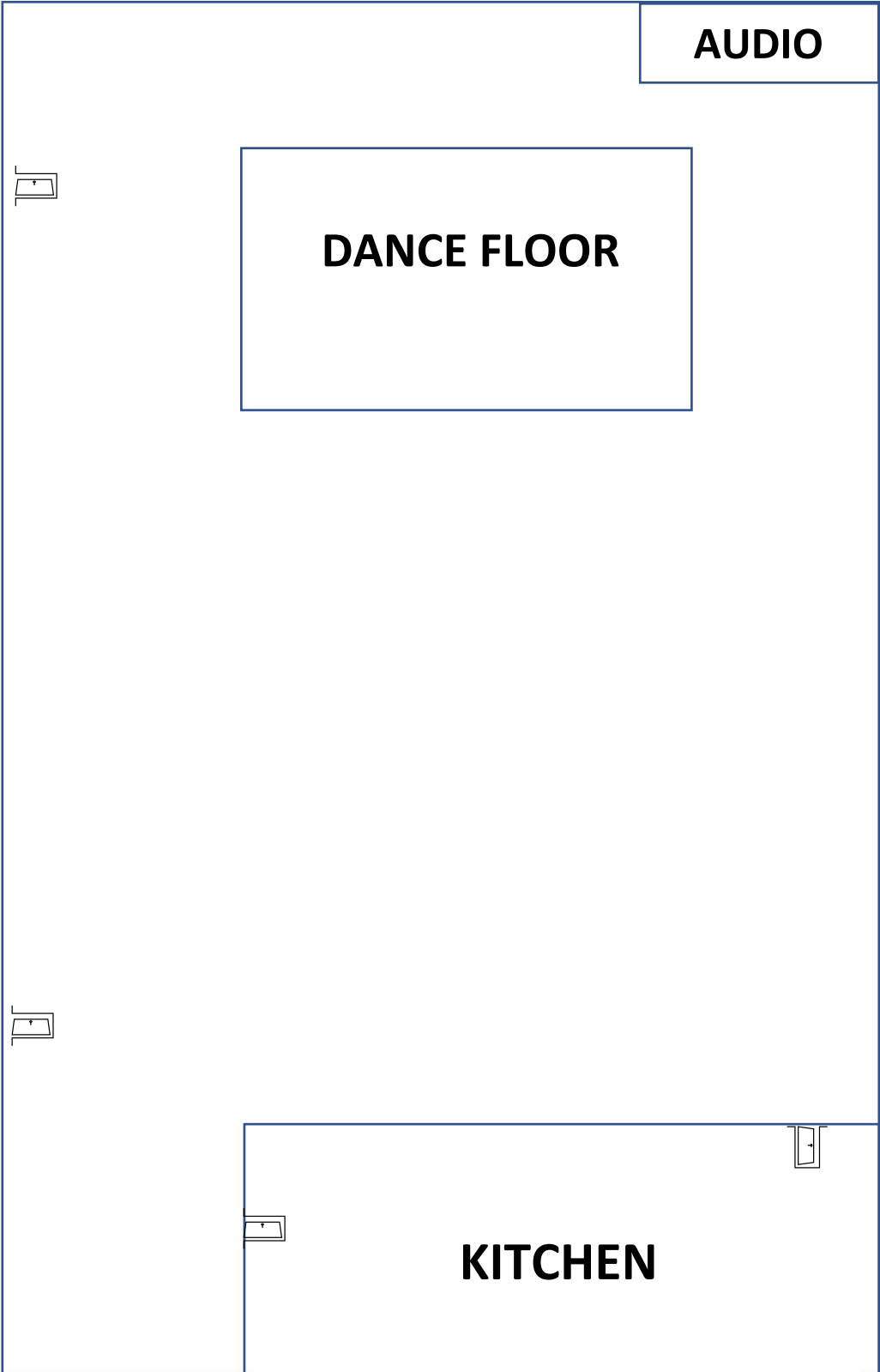
43 FT

AUDIO

DANCE FLOOR

73 FT

KITCHEN



# 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](http://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](mailto: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](http://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!

