



For Office Use Only:	
COI:	<input type="checkbox"/> _____
Deposit:	<input type="checkbox"/> _____
Balance:	<input type="checkbox"/> _____

CONTRACT FOR RENTAL OF LEMONT TOWNSHIP COMMUNITY CENTER (2023)

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 days prior to rental

Rental Hours Available: 5pm-9pm Monday - Thursday Two Hour Minimum
5pm-11pm on Fridays, 9 am-11pm on Saturdays, 9am-5pm on Sundays Four Hour Minimum

Rental Application:

Lemont Resident Applicant Name (21yrs+): _____

Type Of Event: _____

Address: _____

Phone: _____ Email: _____

Details of Rental:

Date to Be Reserved: _____ No. Of Adults: _____ No. Under 21: _____ **Max Guests: 125**

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

(One Hour Before Allowed for Set Up and One Hour After Allowed for Clean Up/Not Included in Total Rental Hours.)

Alcohol Being Served: Yes ___ No ___ **(Alcohol Usage Agreement and Liquor Liability Required/COI)**

Liquor Liability Insurance (COI): Insurance required **(21) twenty-one** days prior to event: YES / NO

Kitchen Use: YES / NO (Please circle) **Kitchen Includes Stove and Township Refrigerator ONLY.**

Audio System Usage: \$50.00 Yes ___ No ___

Cooling Table: \$25.00 Yes ___ No ___

Round Tables: \$5.00/Ea. Yes ___ 9 Tables Available / How Many Requested: _____

*6' Rectangle tables are included with rental (6-8 guests per table)

Total Amount Due: \$_____ Balance Due (21) Twenty-One Days Prior To Rental: \$_____

Cancellation Policy:

Cancellations must be submitted in writing to the Township Supervisor by the person who signed the contract at least thirty (30) days prior to the event to receive a full refund. If cancellation of rental is less than thirty (30) days from rental date, deposit is non-refundable. _____ **(Initial)**

**Lemont Township reserves the right to move or cancel any and all Community Center Reservations
 Lemont Township will do our best to provide a 24 hour notice, however it may not always be possible.**

**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 (COI) 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 and a Certificate of Insurance (COI) must be submitted along with proper insurance verification, by the renter. The application, insurance certificate/COI 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/COI (liquor) are due twenty-one (21) days prior to event. **(NO EXCEPTIONS)**
- **If rental balance is not paid in full and/or COI is not received prior to the last business day of scheduled rental, agreement is considered null and void. Therefore renter forfeits full deposit and all additional payments made to Lemont Township.**

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 _____