



CULTURAL
& CIVIC
CENTER

VILLAGE OF
ROUND LAKE BEACH

2007 N. Civic Center Way

(847) 201-9032

rlbeachcenter@roundlakebeachil.gov

Business Hours: Monday–Friday 9 AM–5 PM

Other times available by appointment

Thank you for considering the Round Lake Beach Cultural & Civic Center for your event. We are pleased to offer rooms that can accommodate small, intimate events to large scale weddings and receptions. Enclosed in this packet you will find the following information:

Rental Information

Floorplan & Parking

Rental Rates

Preferred Caterers

Contract

Rental Agreement

Please visit us online at www.rlbciviccenter.com

Like us on Facebook at

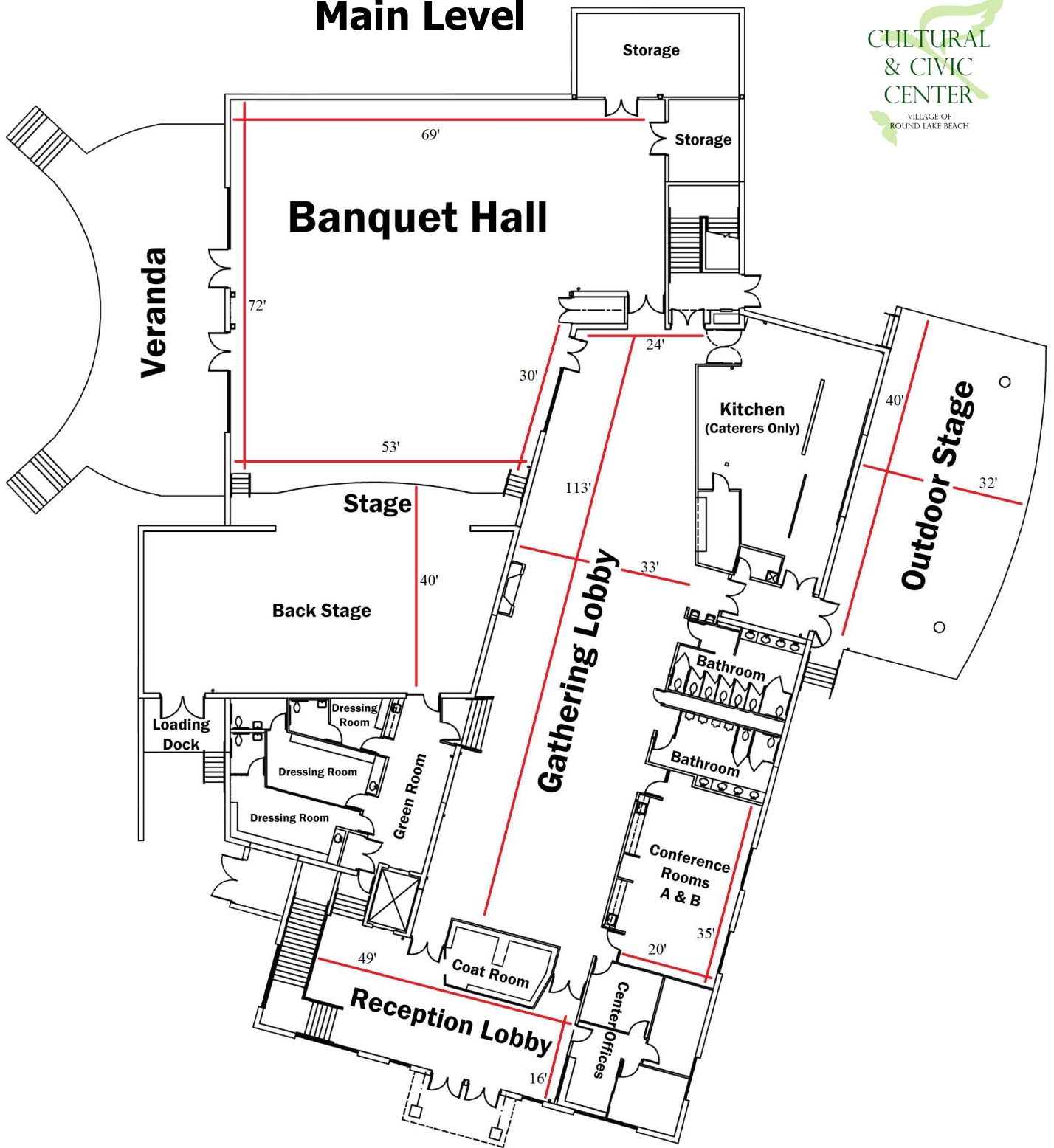
www.facebook.com/RLBCC

Very truly yours,

The Round Lake Beach Cultural & Civic Center Staff



Main Level



Parking

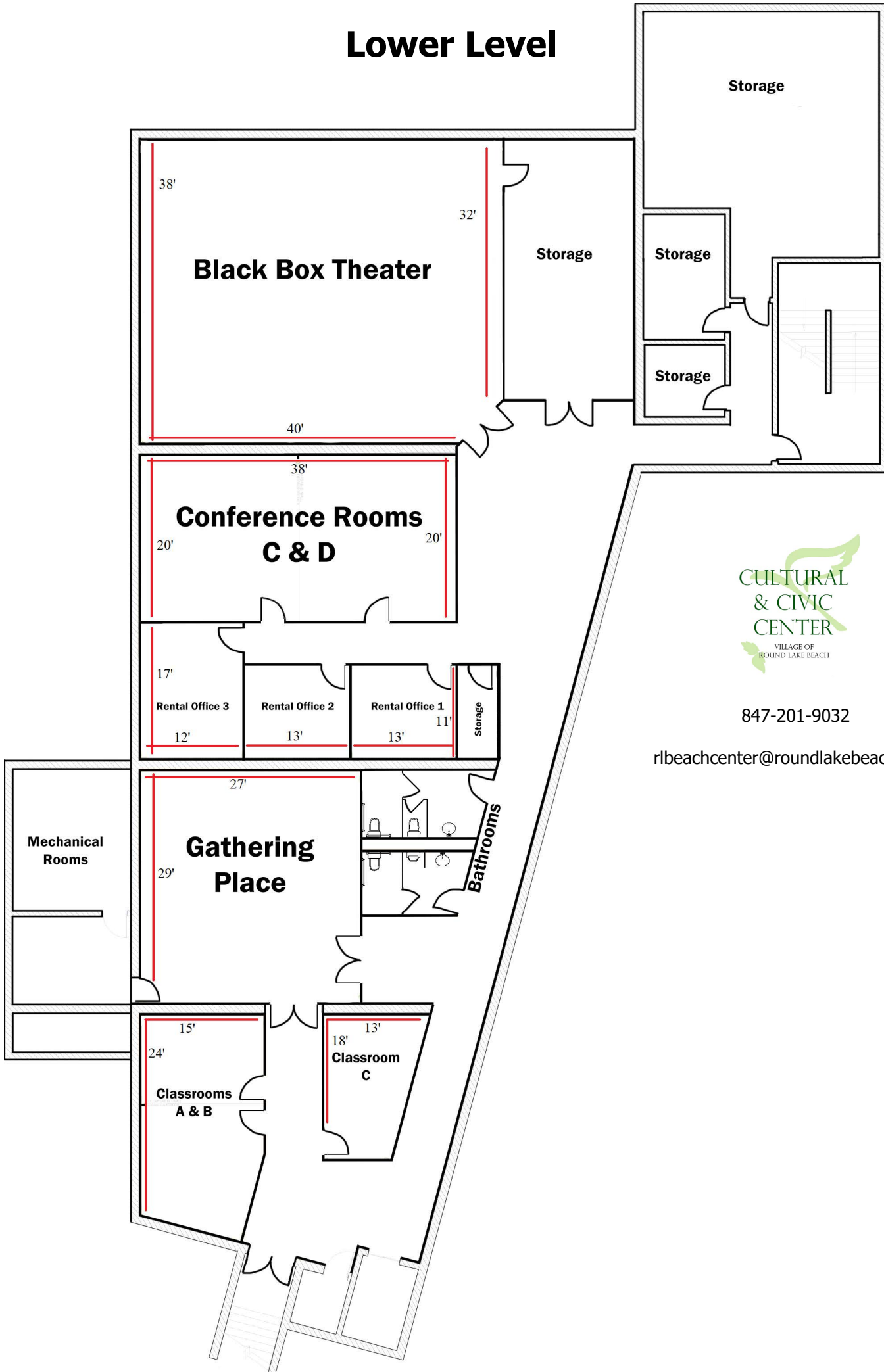
Parking is available in the Civic Center Parking Lot (outlined in green).

Parking is prohibited in fire lanes, loading docks, or along the building (outlined in red).

Overflow Parking available at the Metra Station.
See Section 6.p



Lower Level



847-201-9032

rbeachcenter@roundlakebeachil.gov



Village of Round Lake Beach Cultural & Civic Center

NON-RESIDENT RENTAL RATES

Phone: 847-201-9032

Email: rlbeachcenter@roundlakebeachil.gov

Fax: 847-201-9039

MAIN LEVEL			
Conference Room A&B Monday - Sunday	RATE (1-40 Guests) \$42/hr <i>Seating Recommendation: Chairs Only (40) Banquet Seating (30)</i>		SECURITY DEPOSIT \$50.00
Gathering Lobby Sunday - Thursday Friday & Saturday <i>(includes use of Conf. Room)</i>	RATE (1-100 Guests) \$80/hr \$100/hr <i>Seating Recommendation if over 101 guests: Chairs Only (150) Banquet Seating (120)</i>	RATE (101-150 Guests) \$105/hr \$125/hr	SECURITY DEPOSIT \$200.00^ \$200.00^
Banquet Hall Sunday - Thursday Friday & Saturday <i>(includes use of Conf. Room & Gathering Lobby)</i>	RATE (1-150 Guests) \$120/hr \$150/hr <i>Seating Recommendation if over 151 guests: Chairs Only (450) Banquet Seating (275)</i>	RATE (151-300 Guests) \$145/hr \$175/hr	SECURITY DEPOSIT \$200.00^ \$200.00^
Additional Setups	RATE \$60/hr		
Outdoor Stage or Grounds	Rental of the Outdoor Stage or Grounds may require an Outdoor Event Application and a meeting with the Village Administrator or designee. Please contact the Center for more information.		
LOWER LEVEL			
Gathering Place Monday - Sunday	RATE (1-50 Guests) \$42/hr <i>Seating Recommendation: Chairs Only (50) Banquet Seating (40)</i>		SECURITY DEPOSIT \$50.00
Conference Room C&D Conference Room C OR D Conference Room C AND D	RATE (1-25 Guests) \$30/hr -	RATE (1-45 Guests) - \$42/hr	SECURITY DEPOSIT \$50.00 \$50.00
Black Box Space Sunday - Thursday Friday & Saturday	RATE (1-100 Guests) \$100/hr \$125/hr <i>Seating Recommendation: Chairs Only (100) Banquet Seating (80)</i>		SECURITY DEPOSIT \$200.00^
Offices 2 & 3	Rental of these areas may require a meeting with the Village Administrator or designee.		

Additional Rentals/Fees	LED Wall \$200.00 (19'x10.5')	Dance Floor \$75.00 (19'x19')	Portable Speaker \$25.00
	TV \$25.00 (65" flat screen)		Pub Tables \$5.00/table (up to 8 tables)

Security (RLB Police) \$50.00/hr (required for events with alcohol. Fee is from when the bar opens to the contracted out time.

Additional Information

- Rentals that are five (5) or more hours will receive a 10% discount off the hourly room rental rate.
- Rentals must clean up thirty (30) minutes prior to contracted out time and exit facility no later than contracted out time.
- Rentals that stay past the contracted out time will incur a fee of the hourly rate + \$50.00. This is not to be considered an extension of the rental time.
- Sunday rentals cannot rent past 11PM.

^If the total cost of the rental exceeds \$800.00, then the security deposit required to reserve a space is 25% of the total cost.



Village of Round Lake Beach Cultural & Civic Center

RESIDENT* RENTAL RATES

*Resident is defined as a person who resides within the Village of Round Lake Beach corporate limits permanently or on a long-term basis. Proof of residency is required.

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Fax: 847-201-9039

MAIN LEVEL		RATE (1-40 Guests)		SECURITY DEPOSIT
Conference Room A&B		\$35/hr		\$50.00
Monday - Sunday		<i>Seating Recommendation: Chairs Only (40) Banquet Seating (30)</i>		
Gathering Lobby		RATE (1-100 Guests)	RATE (101-150 Guests)	SECURITY DEPOSIT
Sunday - Thursday		\$64/hr	\$84/hr	\$200.00^
Friday & Saturday <i>(includes use of Conf. Room)</i>		\$80/hr	\$100/hr	\$200.00^
		<i>Seating Recommendation if over 101 guests: Chairs Only (150) Banquet Seating (120)</i>		
Banquet Hall		RATE (1-150 Guests)	RATE (151-300 Guests)	SECURITY DEPOSIT
Sunday - Thursday		\$96/hr	\$116/hr	\$200.00^
Friday & Saturday <i>(includes use of Conf. Room & Gathering Lobby)</i>		\$120/hr	\$140/hr	\$200.00^
		<i>Seating Recommendation if over 151 guests: Chairs Only (450) Banquet Seating (275)</i>		
Additional Setups		RATE		
		\$50/hr		
Outdoor Stage or Grounds		Rental of the Outdoor Stage or Grounds may require an Outdoor Event Application and a meeting with the Village Administrator or designee. Please contact the Center for more information.		
LOWER LEVEL		RATE (1-50 Guests)		SECURITY DEPOSIT
Gathering Place		\$35/hr		\$50.00
Monday - Sunday		<i>Seating Recommendation: Chairs Only (50) Banquet Seating (40)</i>		
Conference Room C&D		RATE (1-25 Guests)	RATE (1-45 Guests)	SECURITY DEPOSIT
Conference Room C OR D		\$25/hr	-	\$50.00
Conference Room C AND D		-	\$35/hr	\$50.00
		<i>Seating Recommendation for C or D: Chairs Only (25) Banquet Seating (16)</i>		
		<i>Seating Recommendation for C and D: Chairs Only (45) Banquet Seating (32)</i>		
Black Box Space		RATE (1-100 Guests)		SECURITY DEPOSIT
Sunday - Thursday		\$80/hr		\$200.00^
Friday & Saturday		\$100/hr		
		<i>Seating Recommendation: Chairs Only (100) Banquet Seating (80)</i>		
Offices 2 & 3		Rental of these areas may require a meeting with the Village Administrator or designee.		

Additional Rentals/Fees	LED Wall \$200.00 (19'x10.5')	Dance Floor \$75.00 (19'x19')	Portable Speaker \$25.00
	TV \$25.00 (65" flat screen)		Pub Tables \$5.00/table (up to 8 tables)
	Security (RLB Police) \$50.00/hr (required for events with alcohol. Fee is from when the bar opens to the contracted out time.)		

Additional Information

- Rentals that are five (5) or more hours will receive a 10% discount off the hourly room rental rate.
- Rentals must clean up thirty (30) minutes prior to contracted out time and exit facility no later than contracted out time.
- Rentals that stay past the contracted out time will incur a fee of the hourly rate + \$50.00. This is not to be considered an extension of the rental time.
- Sunday rentals cannot rent past 11PM.

^If the total cost of the rental exceeds \$800.00, then the security deposit required to reserve a space is 25% of the total cost.

ROUND LAKE BEACH CULTURAL & CIVIC CENTER

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Preferred Caterers

Food Caterer & Alcohol Service	Food Caterer
<p data-bbox="293 657 716 699">Catered Productions</p> <p data-bbox="337 716 672 848">277 Peterson Rd. Libertyville, IL 60048 847-367-7400</p> <p data-bbox="315 863 695 896">www.cateredproductions.com</p>  <hr data-bbox="315 1037 699 1041"/>	<p data-bbox="935 653 1317 699">Don Luis Catering</p> <p data-bbox="980 716 1317 848">758 Magna Dr. Round Lake, IL 60073 224-308-6128</p> <p data-bbox="971 863 1308 896">www.donluis catering.com</p>  <hr data-bbox="935 1037 1321 1041"/> <p data-bbox="1016 1142 1289 1188">Mission BBQ</p> <p data-bbox="987 1199 1317 1323">6430 Grand Ave #101 Gurnee, IL 60031 847-278-4577</p> <p data-bbox="938 1333 1365 1367">mission60031@mission-bbq.com</p> <p data-bbox="1003 1373 1300 1407">www.mission-bbq.com</p> 
<p data-bbox="678 1619 959 1661">Alcohol Service</p>	
<p data-bbox="508 1686 1122 1732">Professional Beverage Service</p> <p data-bbox="651 1745 976 1829">Beach Park, IL 60099 847-899-5594</p> <p data-bbox="467 1843 1430 1877">info@bevservice.com www.probeverageservice.com <i>Professional Beverage Service</i></p>	



ROUND LAKE BEACH CULTURAL & CIVIC CENTER

FOR OFFICE USE ONLY

WO #:

Today's Date: _____

Received By: _____

Facility Rental Agreement

Section 1 - Event Holder Information

Event Holder Name:		Organization Name:	
Event Holder Address:		Organization Address:	
Event Holder City, State Zip:		Organization City, State, Zip:	
Event Holder Telephone (1):	<input type="checkbox"/> Cell Phone	Organization Type:	
Event Holder Telephone (2):	<input type="checkbox"/> Cell Phone	How did you hear about us?	
Event Holder Email:		Date of Birth:	

_____ Please do not add me to the Center's electronic notification system to receive electronic communication regarding upcoming events, promotions and other general communication.

_____ The Village of Round Lake Beach may use photographs\ video recordings of this event in marketing materials to promote the Center only. I hereby release the Village and its representatives from all claims and liability to said photographs and video recordings.

Section 2 - Event Information*

Event Type:		Estimated # of Guests:	
Event Date:		Estimated # of Cars:	
In Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		Is this event private or public? <input type="checkbox"/> Private <input type="checkbox"/> Public	
*In Time is when the front doors are unlocked and the Client or any related parties first enter the facility.		Will there be a cover charge or tickets sold for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, Please Refer to Section 7.j)	
Out Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM			

*Out Time is when all related parties have exited the facility and the front doors are locked. All decorating and cleanup must be done during In Time and Out Time. Arriving early or staying late may affect your security deposit. --See Section 6.m&6.n

**Rental times must be in sixty (60) minute increments.

Section 3 - Space Information (Check All Rooms That Apply)

Main Level Rooms	Lower Level Rooms
Reception Lobby	Gathering Place
Coat Room	Blackbox Theatre
Conference Room	Conference Room C
Gathering Lobby	Conference Room D
Banquet Room	Conference Room C & D
Banquet Room Stage	Office Space: Office 2 & Office 3 (information available upon request)
Banquet Room Veranda	Other (Specify)
Green Room	

Section 4 - Food & Drink

<input type="checkbox"/> No Food/Drink
<input type="checkbox"/> Preferred Caterer _____ Name of Caterer
<input type="checkbox"/> Own Food/Drink (*See Section 5.d)
1-50 Guests 51-100 Guests 101+ Guests
Alcohol* <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Name of Caterer
*If no, this contract cannot be amended to add alcohol thirty (30) days prior to the event start date. See Section 7.q
If Yes, what time will the bar open? <input type="checkbox"/> AM <input type="checkbox"/> PM

Section 4 Cont'd - Entertainment, Items Available for Rental, Sound System

DJ/Band/Entertainment/Vendor* DJ Band N/A Other _____

All DJs/Bands/Entertainment/Vendors MUST have a Certificate of Insurance that lists the Village of Round Lake Beach and the Round Lake Beach Civic Center as additionally insured. If your DJ/Band does not have insurance, they can purchase a policy through the Center's broker.

LED Wall (\$200.00) <input type="checkbox"/> Yes <input type="checkbox"/> No (19'x10.5') Banquet Hall Stage Only	Dance Floor (\$75.00) <input type="checkbox"/> Yes <input type="checkbox"/> No (19'x19')	Sound System <input type="checkbox"/> Yes <input type="checkbox"/> No Banquet Hall & Gathering Lobby Only
TVs (\$25.00/each) Yes No 1 or 2	Pub Tables (\$5.00/each) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?(up to 8) _____	Microphones <input type="checkbox"/> Yes <input type="checkbox"/> No Banquet Hall & Gathering Lobby Only
Portable Speaker (\$25.00) <input type="checkbox"/> Yes <input type="checkbox"/> No		

Section 5 – Rental Options & Catering Details

- a. **Set Up Fees (Day Prior):** Depending on availability, complete decorating of the Banquet Room or Gathering Lobby for the immediate day prior to the event is \$500.00. Setup is limited to 4-hour blocks and it must be scheduled between 10am and 9pm. Would you like to add to the contract? Yes No (If Yes, Indicate Date _____ Start Time:_____ End Time:_____)
- b. **Projector & TV Usage Fees:** Usage of the Center’s LED Wall, TVs, and portable speaker requires a fee. Please see rental rate page for fees.
 - 1. It is strongly recommended that a client utilizing a personal/private computer or device that is intended to connect to the Center’s LED Wall/sound system, schedule an appointment at least 48 hours in advance of the event to ensure that the equipment is compatible with the Center’s equipment or to come up with an alternative.
 - 2. If you forgo these recommendations, the Center cannot guarantee that your equipment will be compatible with our equipment. The Center does not offer professional technical support during an event.
- c. **Confetti/Small Food Fee:** Decorating with confetti, glitter or small candies (i.e. M&M’s, popcorn, rose petals, etc.) at your event requires an additional \$45 Fee. Will you be decorating with these items or similar items? Yes No
 - a. If you choose not to pay this fee and you still use these items during your event, \$45 fee will be subtracted from your Security Deposit.

d. Catering

a. Preferred Caterers: The Center has contracted with several preferred caterers (included as an Exhibit on this contract). Clients must work directly with any of the caterers included in the Exhibits section for all catering services. For catering services there are no additional fees beyond the associated rental fees as contracted with the Center and catering fees as contracted with the Preferred Caterer.

Check Applicable Food Option

Preferred Caterer Options

Clients will contract with a Tier 1 and/or a Tier 2 Preferred Caterer(s).

Clients will work directly with their selected caterer(s) to receive quotes and make food and/or drink arrangements.

No Food

No Food or Drink will be present at this event without exception.

Own Food Options*

For a fee, clients may bring in their own food and non-alcoholic beverages. The fee is dependent on the number of guests. Food may be dropped off by a non-Preferred Caterer; however, that caterer cannot set up or serve food and/or drinks inside the facility.

1-50 Guests: \$50.00

51-100 Guests: \$100.00

101+ Guests: \$263.00 (\$100.00 Security Deposit + \$163.00 Food Fee)

*Client MAY NOT bring in their own alcohol.

*Alcohol MUST be provided by a Preferred Caterer.

*Client does NOT have access to the Center's kitchen.

e. Alcohol & Event Security

1. **Will there be alcohol at this event?** Yes No

- i. **Events with Alcohol:** For all events in the Center and on the grounds where alcohol will be served, a Preferred Caterer must be used. Clients may not bring in their own alcohol. A separate contract must be signed with the Preferred Caterer.
- ii. **Event Security:** Security is required for all events with alcohol. Security needs are finalized by the Village Administrator or assignee. Security is contracted separately with the Round Lake Beach Police Department at \$50.00 per hour.
- iii. If "YES," Security is required.
- iv. If you choose “NO” and there is evidence alcohol was at your event, Center staff will initially request for the Client to remove the outside alcohol from the premises--failure to comply will result in the Police Department being contacted, the event being immediately shut down, and/or a fine of up to \$200.00. It is the responsibility of the Client to prevent and remove any outside alcohol.
- v. Serving of alcoholic beverages and entertainment will cease 30 minutes prior to contracted event end time.

Section 6 – Rental Conditions - Initial Each Section

RENTAL DEPOSIT &

Initial CONTRACT CONDITIONS

- a) The Rental Deposit AND signed contract will reserve the spaces and date(s) listed on the front of this contract.
- b) The Security Deposit will be added to the final amount due. This Security Deposit, or the balance, will be refunded within 10 Village business days after the event, as long as there has been no damage to the Center or the contents of the Center, or any violation of the contract. If there has been damage, it will be subtracted from the Security Deposit. If the amount of damage is greater than the security deposit, the client listed on this contract will be invoiced accordingly and agrees to be responsible for the payment of any damages incurred during said event. The deposit may be withheld if the contract is canceled in accordance with Section 7.o.e.

FOOD-RELATED FEES & CATERER CONDITIONS

Initial

- c) The Center's kitchen is only accessible by Preferred Caterers. Under no circumstance can the Client have access to the kitchen or the kitchen equipment.
- d) "Own Food Option:" Client understands that their number of guests (invited or not) is limited to their selected Own Food Option (Section 5.d). The Client cannot have more guests than the maximum allotted in their selected food option. Guests will be counted by Center staff. If the number of guests goes over the selected food option maximum allotted, the Client is obligated to pay \$5.00 per person times the total amount of guests. This amount will be deducted from the Security Deposit and then any additional amounts will be invoiced and the client will be obligated to pay. (Example: If the Client selects the option for 51-100 guests, the Client cannot have more than 100 guests.)
- e) The Client is required to hire staff through the Preferred Caterer that they have contracted with for food and beverages. If the Client has food dropped off from a Preferred Caterer without having the event staffed by the Caterer or if the Client has brought in food under one of the Own Food Options, then the Client is responsible for the clean-up of all food and beverage items.
- f) If client does not have catering by a Preferred Caterer, for a fee, the client may bring in their own food and non-alcoholic beverages. The fee is dependent on the number of guests. Food may be dropped off by a non-Preferred Caterer; however, that caterer cannot set up or serve food and/or drinks inside the facility. The client is then responsible for the cleanup of all food/drink items (garbage cans/bags to be provided by the Center).

INSURANCE COVERAGE CONDITIONS

Initial

- g) **The Client is required to fill out an application for TULIP Insurance with K&K Insurance.** Client understands that the policy is required to be under their name. Depending on the event, a waiver may be required in lieu of the policy.
- h) Any outside vendors that are contracted for the event **MUST** provide a **Certificate of Insurance** listing the "**Village of Round Lake Beach**" as **additionally insured**. The Client is responsible for providing this to the Village Administrator or assignee no later than one month prior to the event.

DECORATING CONDITIONS

Initial

- i) Client understands that there will be a \$75.00 charge to retrieve any balloons that have been released within the building. Balloons may be brought in with weights. Balloons **MUST** always have weights at any time in the building—especially when people are leaving.
- j) Smoke machines **ARE NOT** allowed in the Center per the Fire Department.
- k) Client is responsible for table coverings and linens. The client is welcome to work with the contracted Preferred Caterer regarding linens or they can rent on their own. Dishes, silverware & glassware are only available through the Preferred Caterers.

- l) Decorating with small items:
 1. Pins may not be used in any of the curtains in the banquet room or on the stage.
 2. Push pins, nails, masking or duct tape, etc. may not be used on walls or wood in any part of the Center.
 3. Client is responsible for cleaning up any items related to decorating of the facility.

OTHER CONDITIONS

Initial

- m) The Client must be present for the entirety of the event.
- n) The Client understands that any and all persons, parties, or groups associated with the event must exit the Center no later than the stipulated end time. Entertainment and activities must end no later than thirty (30) minutes prior to the end time stipulated in this Rental Agreement. The final thirty (30) minutes rented are reserved for the event holder's clean-up and breakdown. The latest the Center can be rented is 12AM and on Sundays the latest is 11PM.
- o) If the client and/or related parties arrive early or stay past the contracted rental times, the client will be held liable for an additional fee of the hourly rate plus \$50.00. This is not to be considered an extension of the rental event.
- p) Parking is available in the Civic Center Parking Lot and overflow parking is available at the Metra Station. Under no circumstances will the client or guests be allowed to park in a fire lane, loading space, along the side of the building, or anywhere otherwise restricted. Any illegal parking or violation of this clause is subject to parking violations. The client is responsible for any vehicles related to their event. There will be a reasonable amount of time allotted for dropoffs/pick-ups, provided it is prearranged with the Center.
- q) Children must be supervised at ALL times in ALL areas inside and outside the Center and on the grounds
- r) All spills and property damage must be reported to staff immediately.
- s) The Center is not responsible for any lost items.
- t) Due date of final event set up/layout from client is due 30 days prior to event date. Additional tables and chairs may not be added once the final set up for the event has been completed.
- u) The Center and space rented will be open only during the contracted time. The client may only utilize the space that has been rented, as stated in this contract. There may be shared common space during an event.
- v) Service animals are permitted but if a service animal becomes disruptive, causes damage or injury, is threatening or poses a danger as determined by staff, then the service animal shall be removed by its owner. The owner of a service animal may also be required to leave the facility when a service animal is ordered to leave. The Applicant and owner of a service animal are jointly and severally liable for any personal injury and for damage to property.
- w) Tables and chairs are limited to items in stock.
- x) Basic sound system with microphones for indoor events only and limited to items in stock. The system is not available for use by an outside vendor.
- y) Use of the Village of Round Lake Beach and the Cultural and Civic Center names on Client's event materials require prior approval by the Village Administrator or assignee. The use of the Center's internet to illegally download or otherwise unlawfully obtain material is strictly prohibited.
- z) Credit Card on File: The Center may require customers to provide a credit card and to place a hold on the Card in an amount not to exceed the cost of the event. The Customer may direct the Center to charge said Credit Card if additional amounts are due post event.
- aa) Indebtedness to the Village or non-compliance with the Village Code: In the event the Applicant is found to be in non-compliance with Village Code, his/her event may be subject to cancellation

Section 7 – General Rules & Regulations IMPORTANT PLEASE READ AND SIGN APPLICATION

- a. Applications for rental of the Center must be made with the Village Administrator or assignee. The application shall be signed by an authorized representative of the applicant.
- b. All functions conducted in the Center must be in accordance with Village standards and, therefore, not in violation of any Village regulations or ordinances.
- c. The Village Administrator may, at his/her discretion, cancel any standing contract if deemed in the best interest of the Village.
- d. Applicant acknowledges that by renting and using the Cultural and Civic Center, applicant waives and releases all claims for injuries it may have or that any member, user, invitee, employee, agent, guest, customer or participants (“Participant”) in its program/event or use may have or which arise out of its use at the Village’s facility. The Applicant also indemnifies and holds the Village harmless as provided herein.
- e. In using the facility of the Village, the Applicant recognizes and acknowledges that there are certain risks of physical injury and it agrees to assume full risk of any injuries, including death, damage, or loss regardless of severity which it or any Participant may sustain as a result of participation in any and all activities connected with or associated with the Applicant’s use. The Applicant agrees to waive and relinquish all claims it may have as a result of using the Village’s facilities against the Village and its officers, agents, servants, Board of Trustees, individual appointed or elected officials, and employees (“Covered Entities”).
- f. The Applicant does hereby fully release and discharge the Village and its Covered Entities from any and all claims from injuries, including death, damage, or loss which it may have or which may accrue to any Participant or the Applicant on account of its use of the Village’s facility and the Applicant covenants not to sue the Village or any of the Covered Entities. It further agrees to indemnify and hold harmless and defend the Village and its Covered Entities from any and all claims resulting from injuries, including death, damages, and losses sustained by the Village or the Covered Entities arising out of, in connection with, or in any way associated with its use of the facility or the use of the facility by any Participant. The Applicant hereby assumes all responsibility for any bodily injury, death or property damage brought about as a result of its use of the facility or the use of the facility by any Participant.
- g. The Applicant agrees that it shall provide proper adult supervision during its activities at the Center and on Center grounds. The Applicant shall be responsible for the cost to repair any damage to the facility or to the property of others, which occurs during its use of the facility.
- h. Additionally, the Applicant acknowledges that it has examined the facility and acknowledges that it is appropriate and adequate for the intended use by the Applicant and the Participants. The Village makes no warranty or representation about the condition of its facility. The Applicant agrees to be responsible for the costs to repair any damage to the facility, or to the property of others, which occurs during its use of the facility.
- i. Please be advised that the Village does not carry medical accident insurance for injuries sustained in its facilities. Therefore, the Applicant using the facility should review its own insurance policies for coverage.
- j. The posting of advertisements of any product or service for sale is not permitted unless noted on the rental contract by the Village Administrator or assignee. No rental will be issued to an individual or group who will be charging admission or fees with the purpose of private monetary gain unless approved by the Village Administrator or assignee.
- k. Disorder among Patrons is a cause for removal of event guests, cancellation of a rental, and may be cause for denial of future rental contracts.
- l. Food and alcohol permits are issued to the Preferred Caterers. No food, alcoholic beverages or beverages are allowed without permission from the Village Administrator or assignee per this contract.
- m. The Village of Round Lake Beach has the right to require security for events as deemed necessary. The renter will be responsible for the security fees as provided through the Village of Round Lake Beach Police Department.
- n. Gambling is prohibited.
- o. **Payment Schedule, Amendments, & Cancellation Policy**
 - a. All rental fees and charges must be received no later than thirty-one (31) calendar days prior to the event date. A two (2) hour minimum rental for all event spaces is required.
 - b. 50% of the balance is due four (4) weeks after the initial deposit.
 - c. Failure to follow this payment schedule WILL result in event cancellation; the Client WILL forfeit the security deposit and any rental fees paid; Client would be required to enter into a new agreement if the Client wishes to reserve the date/room after an event has been canceled for non-payment according to the guidelines above.
 - d. Amendments: Any changes to this contract must be made in writing through the Center's addendum process. The rental agreement cannot be amended thirty-one (31) calendar days prior to the event date without the approval of the Finance Director.
 - e. Cancellations must be made in writing to Village Administrator or assignee.
 - i. **If the event is canceled more than 31 calendar days** prior to the event date, the event holder can request a refund of the security deposit and any paid rental fees.
 - ii. **If the event is canceled 8-30 calendar days** prior to the event date, the event holder forfeits the security deposit, but may request a refund of any paid rental fees.
 - iii. **If the event is canceled within 7 calendar days of the event, the event holder forfeits the security deposit and any rental fees paid.** In this case, the event holder may request for any paid rental fees to be applied to another event, provided that the event is held within 6 months after the original event date. This option would necessitate a new security deposit and rental fees paid at the applicable rate.
- p. Any violations of this agreement (or part thereof) will result in forfeiture of the Security Deposit.

I hereby swear (attest) and acknowledge that I have received, read, reviewed and understand the rules and applicable use regulations and the application details, for the rental of the Village of Round Lake Beach Cultural & Civic Center, contained within this contract application.

Client Signature _____ **Date** _____

Electronic Signature Agreement. By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.

Following submission of an application, a Center representative will contact you and provide a formal quote for your event. Upon acceptance, the quote will be an addendum to this contract.



Village of Round Lake Beach Cultural & Civic Center Rental Event Code of Conduct



- The client must be present for the entirety of the event. The client understands that this event and any and all persons, parties, or groups in the Center must abide by Village standards and, therefore, must not be in violation of any Village policies, regulations, or ordinances.
- The client understands that the rental event must be held within the contracted time. Any persons, parties, or groups associated with this rental are prohibited from utilizing the Center outside of the contracted rental time. If the event holder or associated parties utilize the Center outside of the contracted time, the event holder is held liable for an additional fee of the hourly rate plus \$50.00.
- The client understands that disorder among patrons is cause for removal of event guests, cancellation of a rental, and may be cause for denial of future rental contracts. The client understands that under no circumstances are horseplay, roughhousing, or running tolerated.
- The client understands that the final thirty (30) minutes of the contracted rental time are reserved for clean-up and breakdown. Any and all persons, parties, or groups associated with this event must exit the Center by the contracted end time.
- All children under the age of 18 must be supervised by an adult. There must be at least one (1) adult per ten (10) minors.
- Service animals are permitted but if a service animal becomes disruptive, causes damage or injury, is threatening or poses a danger as determined by staff, then the service animal shall be removed by its owner. The owner of a service animal may also be required to leave the facility when a service animal is ordered to leave. The Applicant and owner of a service animal are jointly and severally liable for any personal injury and for damage to property.
- Any and all stains, spills, and damage to Center property must be reported to the Center staff immediately.
- The client acknowledges that it has examined the facility and acknowledges that it is appropriate and adequate for the intended use by the client and the associated persons, parties, and groups.
- The client understand that the Center must be left in the condition it was at the start of the event. The client agrees to be responsible for the costs to repair any damage to the facility, or to the property of others, which occurs during its use of the facility.
- The client understands that only the Center's Preferred Caterers are allowed to bring in and serve alcohol. Under no circumstances are private persons, parties, or groups allowed to bring in alcohol.
- The client understands that a rental shall be revoked at any time due to the misconduct of individuals, falsified or misleading information on the rental agreement, misuse of Center property, or failure to comply with the terms agreed to in the rental agreement.
- The client understands that the rental agreement supersedes any and all verbal agreements, arrangements, or conversations.
- Failure to comply with the Round Lake Beach Cultural & Civic Center's Rental Event Code of Conduct and the rental agreement, will result in forfeiture of the security deposit. If the amount of damage is greater than the security deposit, the client will be invoiced accordingly and agrees to be responsible for the payment of any damages incurred during said event.

I hereby swear (attest) and acknowledge that I have received, read, reviewed, understand, and agree to the Village of Round Lake Beach Cultural & Civic Center Rental Event Code of Conduct.

Client Signature: _____

Date: _____