



Lanark Heritage Center

106 S Broad St
Lanark, IL 61046
(815) 493-2431
www.lanarkil.gov

Rental Agreement

Renter

Organization or Individual's Name:

Name of Person in Charge of Event:

Address:

Phone Number:

2nd Phone Number:

Email:

Rental

Date of Rental:

Time Open _____ : _____ ☐ AM ☐ PM
Close _____ : _____ ☐ AM ☐ PM

Number of Attendees:

Type of Event:

Will Alcohol Be Served? ☐ Yes ☐ No

Event Special Approvals Requested:

If doors are not open at time provided, please call City Hall at 815-493-2431 or if after office hours, call the Maintenance Department at 815-493-6832.

Rates

Hourly Rental Rates

Day	Category	Rental Rate	Maximum Hours
Weekday	Non-Profit	\$25	4 Hours
Weekday	In-District	\$125.00	4 Hours
Weekday	Out-of-District	\$150.00	4 Hours
Saturday	In-District	\$150.00	4 Hours
Saturday	Out-of-District	\$200.00	4 Hours

All-Day Rental Rates

Category	All-Day Rate	Requirement
In-District	\$325	Proof of Residency (I.D.)
Out-of-District	\$425	

OFFICE USE ONLY

Alcohol: ☐ Yes or ☐ No

Date Certificate Received: _____

RENTAL FEE PAID : \$ _____

Cash / Check # / Online # _____

Signature: _____

Date : _____

POLICIES AND REGULATIONS

- **Reservations:** Reservations for facilities are on a first-come, first-served basis. The adult signing the reservation form is the duly authorized representative for the group and is responsible for any and all damages, missing items, and clean-up.
- **Rental Fees:** The rental fee must be paid in full when making your reservation. Dates will not be reserved until required payment is received.
- **Credit card** there is a surcharge when using a credit card at City Hall or online at www.paygov.us- the location code for Lanark is 36925.
- **Cancellations:** If a cancellation is made at fourteen days (14) days prior to the schedule a full refund will be given.
- **Set up, clean up and Damage Policy:** The Renter is required to set up and take down all tables, chairs, and personal equipment. Renter is responsible for cleaning all areas utilized, including wiping off tables and chairs, taking care of spills, removal of garbage and recyclables, and removing all decorations, personal equipment, etc. The renter will be held responsible and billed for any unnecessary clean-up, losses, or damages. The City of Lanark is not responsible for any equipment or items left behind. A service charge of \$80 will be assessed if City personnel is called to correct any problem created by the Renter.
- Turn thermostat back to 60 degrees.
- **Decorating Information:** All decorations will be limited to placement on tables, countertops, or free-standing easels, Nails, tape, tacks, staples, wall putty, and screws are strictly prohibited. Glitter, confetti, rice, silly string, or natural flower petals are not allowed at any time. Lighted candles, dance wax, or any other type of dancing compounds are not allowed. Decorations must be removed immediately following the event by the renter.
- **Pets:** No dogs, cats, or pets are allowed in Community Center. Service dogs and support dogs are exempt from this policy.
- **Smoking Policy:** Smoking including vape is prohibited on the premises and grounds at all times.
- **Alcoholic Beverages:** Beer and wine products are allowed with approved and insured rentals, however, shall NOT be sold on site at any time. It is the renter's responsibility to ensure that all laws relating to alcohol service and consumption are abided by, especially relating to underage drinking. The renter assumes all responsibility for any and all incidents/damage stemming from alcohol related issues. Alcoholic beverages shall not be distributed or consumed within the premises of the Community Center after 12:00am (midnight). Host liquor liability insurance with City of Lanark as payee.
- **Country Financial Agent:** Jen Sturtevant (815)493-2544 Host Liquor Policy & Event Liability Coverage
- **Clark Carroll Insurance Agent:** Derek Carroll (815)493-8892 Host Liquor policy & Event Liability Coverage
- **Noise Control:** Noise levels shall not cause a disturbance of the surrounding neighborhood. Excessive noise levels will result in the notification to the Lanark Police Department. The Renter shall be given one verbal notice to lower the noise volume. If additional complaints are received, the event may be terminated, and future applications may be denied.
- **Parking:** Parking of cars shall be only in areas designated and authorized by the City of Lanark. No motorized vehicles are allowed to be parked or driven on non-paved areas. No blocking of access to City Fire Department will be permitted. Damage done by vehicles parked on non-paved surfaces will be the responsibility of the Renter who will be billed for damages. Parking municipal lot between West Locust st and West Carroll st behind buildings is available.
- **Violations:** Any violation of the above rules and regulations may subject all permits to be revoked and the event to be cancelled or terminated by the City of Lanark, without any liability to the City for any anticipated or actual damage or loss incurred. The Renter agrees to hold the City of Lanark and its employees, representatives, or agents harmless for any such damage or loss. Any violation of these rules may be grounds for the denial of future requests by the Renter for use of City owned buildings or facilities. **No illegal activities will be allowed, and violators will be prosecuted to the extent of the law.**
- **Capacity:** The 125-person capacity is limited to the number of designated tables and chairs. Renter is not permitted to remove the provided tables or chairs from the building.
- **Supplies:** Renters must provide their own supplies, i.e., paper plates, utensils, condiments, etc. Any items not removed by the Renter at the time of final exit is considered City property unless other arrangements are authorized.

GENERAL INFORMATION

- Garbage and recycling must be emptied by the Renter to the dumpster provided and clean trash bags shall be left at all refuse collectors.
- The room must be left in meeting style order.
- Refrigerator, oven, microwave, and sink are available for use; tables and chairs will be provided.
- Restrooms are available.

DISCLOSURE

- The Renter agrees to indemnify and hold harmless the City of Lanark, its employees, officials, officers, agents, or agents' employees from all loss, damages, liability or claims arising out of Rental Date operations and/or use of the premises, except to the extent same are caused by negligence or misconduct of the City of Lanark.
- The Renter agrees to handle, respond to, investigate and defend, at its sole expense, any claim or alleged claim made against the City of Lanark, its employees, officials, officers, agents, or agents' employees arising out of the conduct of Rental Date operations and/or use of the premises.
- The Renter shall bear all other costs and expenses related thereto. The City of Lanark shall have the right to approve any legal counsel selected to defend in such claim or alleged claim.
- It is understood by the Renter that he/she is held personally liable and responsible for their attendees for complying with the Rules and Regulations of this Rental Agreement.

I hereby agree to terms of this contract:

Sign	Print	Date