

STEVEN F. ROSENDAHL  
SUPERVISOR

BARBARA A. BUSCHMAN  
CLERK

GREGORY W. NICKLAS  
TRUSTEE

JASON R. SANDERSON  
TRUSTEE



KENNETH C. JACOBOWSKI  
ASSESSOR

FRANCIS E. WOZNIAK  
TRUSTEE

MARK A. LABNO  
HIGHWAY COMMISSIONER

DOUGLAS M. WRIGHT  
TRUSTEE

## CONTRACT FOR RENTAL OF LEMONT TOWNSHIP OFFICE

1115 WARNER AVE., LEMONT, IL 60439

NAME OF ORGANIZATION/INDIVIDUAL: \_\_\_\_\_

TYPE OF ORGANIZATION (PROFIT/NON-PROFIT): \_\_\_\_\_

EVENT: \_\_\_\_\_

NAME OF PERSON IN CHARGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE(S) TO BE RESERVED: \_\_\_\_\_

TIME TO BE RESERVED: \_\_\_\_\_ START \_\_\_\_\_ FINISH (INCLUDES SET-UP & CLEAN-UP)

**PLEASE NOTE: SECURITY DEPOSIT WILL BE FOREFITED IF PREMISES ARE NOT VACATED PER CONTRACT**

NO. OF ADULT GUESTS: \_\_\_\_\_ NO. OF GUESTS UNDER 21: \_\_\_\_\_

ALCOHOL SERVED: YES NO (INSURANCE, & ALCOHOL USAGE AGREEMENT REQUIRED)

### 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.
4. IF ALCOHOL IS TO BE SERVED, AN APPLICATION FOR LIQUOR USAGE AND INSURANCE CERTIFICATE MUST BE SUBMITTED BY THE RENTER TWENTY-ONE (21) DAYS IN ADVANCE OF YOUR EVENT. THE APPLICATION FOR LIQUOR USAGE MUST BE APPROVED BY THE LEMONT TOWNSHIP.
5. **NO SMOKING** WILL BE ALLOWED IN THE LEMONT TOWNSHIP OFFICE, OR WITHIN 15 FEET OF THE BUILDING.
6. THE ORGANIZATION/INDIVIDUAL SHALL BE HELD RESPONSIBLE FOR ANY DAMAGE TO THE RENTED PREMISES, OR TO ANY AREA OF THE LEMONT TOWNSHIP OFFICE. LEMONT TOWNSHIP HAS THE RIGHT TO WITHHOLD ANY/ALL OF THE SECURITY DEPOSIT TO COVER COSTS TO REPAIR AND CLEAN- UP THE FACILITY. 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.

**THE RENTER AGREES TO THE FOLLOWING CHARGES IN THE AMOUNT AS INDICATED:**

**\$100 REFUNDABLE BUILDING SECURITY DEPOSIT\* AND 50% DOWN-PAYMENT DUE WITH SIGNED AGREEMENT(S). BALANCE DUE TWENTY-ONE (21) DAYS PRIOR TO EVENT. (\*TO BE APPLIED TO ANY CHARGES HEREUNDER, OR AGAINST ANY DAMAGES, ON THE LEASED PREMISES, OR TO ANY AREA OF THE LEMONT TOWNSHIP OFFICE.)**

**LEMONT TOWNSHIP RESIDENT RENTAL CHARGE: \$45.00/HR.**

**NON-RESIDENT RENTAL CHARGE: \$70.00/HR.**

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. CANCELLATION REFUNDS WITHIN SIXTY (60) DAYS WILL BE DETERMINED BY THE TOWNSHIP SUPERVISOR \_\_\_\_\_ (INITIAL)

**ALCOHOL SERVED: YES NO**

**EQUIPMENT REQUESTED:**

KITCHEN USE: \_\_\_\_\_

CHAIRS: \_\_\_\_\_

TABLES: \_\_\_\_\_

SET UP\*\* : \_\_\_\_\_

SPECIAL REQUESTS: \_\_\_\_\_

**\*\*ANY SPECIAL SET-UP MUST BE SUBMITTED WITHIN 14 DAYS OF EVENT**

SIGNATURE OF RENTER INDICATING AGREEMENT OF THE ABOVE TERMS:

\_\_\_\_\_

DATED: \_\_\_\_\_

APPROVED BY LEMONT TOWNSHIP: \_\_\_\_\_ DATED: \_\_\_\_\_

LEMONT TOWNSHIP RESERVES THE RIGHT TO CANCEL ANY AND ALL LEMONT TOWNSHIP OFFICE RESERVATIONS.

## 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

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## 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 LEMONT TOWNSHIP OFFICE 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/individual 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 all registration procedures.
- \_\_\_\_\_ 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 Township Office.
- \_\_\_\_\_ 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 Lemont Township Office.
- A copy of the Certificate of Insurance must be received by Lemont Township at least 14 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, are the liability of the renter. If the damage is repaired by persons/companies other than Lemont Township employees, 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: \_\_\_\_\_