

Rental Agreement for the Elizabeth Community Building

Name/Organization: _____
Address: _____
Contact Person: _____ Phone: _____
Rental Dates: _____ Time: _____
Type of Event: _____

Renter Agrees to the Following

1) Rental fee as follows:

- a. Building Rental: ☐ Small Room \$ 25 ☐ Whole Building \$125 ☐ with alcohol \$ 150 _____
b. Security Deposit: ☐ \$100.00 ☐ \$150.00 with alcohol _____
c. Use of Cooler: ☐ sm cooler / refrig / freezer \$ 25 ☐ sm large cooler \$ 25 _____
d. Extra day(s) set-up: ☐ # of days _____ x Building Rental = \$ _____
Total: \$ _____

* Security deposit shall be returned within thirty (30) days of the rental of the Community Building provided there is no damage done to the building or the surrounding properties.

2) It shall be the responsibility of the renter to adhere to the following:

- a. The renter shall be responsible for proper supervision and control during event.
b. The renter shall be removed from building if law enforcement personnel must be called to quell any disturbance.
c. No nails or other permanent marks may be put on the walls, woodwork or trim. No tape may be put on the walls; tape may be used on the woodwork only.
d. Must provide proof of liability insurance with a minimum of \$500,000 coverage. (for large events)
e. No smoking allowed inside the building.
f. No flammable liquids or combustible materials may be used in the Community Building without the consent of the Fire Chief.
g. Fire exits shall not be obstructed.
h. No animals are to be allowed in the Community Building
i. All food and supplies are to be removed
j. Restrooms are to be left clean and in an orderly manner.
k. All floors are to be swept and left in an orderly manner.
l. All garbage is to be bagged and placed in the dumpster outside of the building.

3) If alcohol is going to be present during your event the following rules must be followed

- a. Copy of liability insurance with minimum of \$500,000 coverage must be submitted seven (7) days prior to event.
b. If alcohol is going to be sold or a donation asked in exchange for alcohol then renter must purchase a Liquor License from the Village of Elizabeth. Copy of license must be submitted seven (7) days prior to event. In addition, a copy of DRAM Shop certificate of insurance with minimum of \$500,000 coverage must be submitted seven (7) days prior to event.
c. Failure to provide required documents will result in forfeiture of security deposit in addition to possible fines from the Village of Elizabeth.

4) Inspection of the Premises

- a. Within three (3) days of the close of the event, an inspection shall be made by the custodian, damages shall be assessed and the renter will then be notified of any damage that has been done to the premises. Payment for repair of any such damage shall be the responsibility of the renter. The security deposit shall be first to be applied to any damage or clean up costs. Any costs or damage not covered by the security deposit shall be the responsibility of the renter, who agrees to make any such payment within three (3) days of such notice.
- b. The renter shall be financially responsible for any disappearance of equipment or material in the Community Building.

5) Liability Waiver

- a. The renter shall indemnify and hold the Lessors harmless from any and all claims, suits, damages, causes of action or liability against the renters arising from or out of possession, occupancy or use of the leased premises by the renters, their agents, invitees or licensees.
- b. The Village of Elizabeth or Elizabeth Community Fair Board assumes no responsibility for lost or stolen property.

6) Cancellations:

- a. Renter shall notify Lessor of cancellations no less than thirty (30) days prior to event; otherwise, rent is non-refundable.

As renter or authorized organization representative, I hereby affirm that I have read, thoroughly understand and agree to all of the terms stated in the rental agreement.

Renter: _____

Date: _____

Lessor: _____

Date: _____

Key available for pick-up at:

Elizabeth Community Building

P.O. Box 118

Elizabeth, IL 61028

Drop key off at:

Contact number: _____