



## Rental Reminders



### Township Community Center Address

16300 Alba St. Lemont, IL 60439

Group Name: \_\_\_\_\_  
Group Contact Name: \_\_\_\_\_  
Staff Member: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Set-up Time(s) \_\_\_\_\_  
Guest Count: \_\_\_\_\_  
Location: \_\_\_\_\_  
Hours of Event: \_\_\_\_\_



# Welcome to Lemont Township!

We are so glad you have chosen the Lemont Township Community Center for your event!

Our event staff is here to assist you with set-up and clean up. They will be onsite throughout your event. Any questions about the building or equipment should be directed to the Lemont Township Staff person on duty. The use of this building is a great bonus we all have for living in our community. Please treat this space like is your own home. Leaving the building in the same condition as when you arrived...ready for the next resident to rent the space.

Kind Regards,

*Cindy O'Malley*

Facilities Director/Event Space Rentals

## RENTER REMINDERS

### Setting up your event:

- No open flame cooking, CANDLES, and/or any combustible substances are allowed.
- No residents are allowed in areas marked EMPLOYEES ONLY.
- Beverage should be served in paper cups, plastic cups, or aluminum cans only. NO GLASS BOTTLES.
- Supervisor approval and insurance (COI) is needed for any requests to grill outside, including caterers.
- Prior 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. Note: Indoor bounce houses not to exceed 10ft in height.
- No smoking will be allowed in the Lemont Township Community Center, or within 15 feet of the building.
- **No tape or command strips on the painted walls**, glitter or messy crafts allowed per rental contract.
- Please monitor any children in attendance at your event especially in our restrooms, banquet hall open space, patio, and the connected grassy area.
- Patio Area - The patio area is included in the rental when a resident rents out the banquet hall. Let the staff know if you need to move tables or need assistance with set-up
- **Fireplace and outdoor classroom** - can only be used if you have this in your rental agreement otherwise your guests should refrain from walking and gathering in that area.
- Cooling table – takes about 4-5 jumbo bags of ice – at the end of the evening our Lemont Township staff will bring outside to drain out the melted ice. You need to remove all food and beverage.
- **AV and Projector** – please do not open cabinet or adjust volume without the assistance of the Lemont Township staff member. Any damage to unit or speakers could be charged to the renter.
- Front Entrance - you can use door stops to load and unload party supplies, but doors must remain closed during other times. Lemont Township staff will ensure the front doors are unlocked or locked for your guests.
- Front Hallway – this front hallway is the reception area for our residents during the weekdays. Please keep this area clean and tidy.
- Outside vendors – A Certificate of Coverage is required for any outside food beverage or entertainment vendors. Make sure that information is on file before your event date.

**Note: Any damage caused by the renter, or guests in attendance at the event, is the liability of the renter. If the damage is repaired by persons/companies other than Lemont Township, 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 the Lemont Township, including court costs and attorney fees.**



## ADDITIONAL IMPORTANT INFORMATION

### **Cleaning up after your Event:**

- Cleaning supplies will be provided, and event staff can assist with full clean-up.
- Wet wipes will be provided for cleaning/sanitizing all tabletops.
- Kitchen stove - stove must be turned off completely and cooled down.
- Cooling Table - drained and wiped down.
- Kitchen - sinks and counter tops should be free from food and beverage scraps.
- No food can be poured down sink drains in kitchen, toilets, or in restrooms.
- Leftovers need to be removed from refrigerator and shelves wiped clean.
- All trash bags need to be taken to the outside dumpster.
- Bathrooms - sinks, floor, and toilets, need to be free from messy spills or debris.
- Floors in banquet hall need to be free from crumbs, spills, and/or debris.
- Outside patio, entrance walkways, and landscaping around the building need to be free of trash, spills, and/or debris.

Please treat this space like is your own home. Leaving the building in the same condition as when you arrived...ready for the next resident to rent the space.

