



**For Office Use Only:**

Deposit: ☐ \_\_\_\_\_  
COI: ☐ \_\_\_\_\_  
Balance Pd: \_\_\_\_\_  
Floor plan: ☐ \_\_\_\_\_

**BOARDROOM RENTAL AGREEMENT LEMONT TOWNSHIP COMMUNITY CENTER  
16300 ALBA STREET, LEMONT, IL 60439 (2026)**

**REMITTANCE/ CORRESPONDENCE MAILED TO LEMONT TOWNSHIP, 16300 ALBA STREET, LEMONT, IL 60439**

**Rental Charges: \$100/hr. Lemont Township Residents Only (Verification Required/DL)**  
**\$65 Cleaning Fee (5-30 guests)**  
**50% of Total is required for Down Payment due with signed agreement(s)**  
**Balance paid 21 days prior to rental.**

**Rental Hours Available: 5pm-9pm Monday - Thursday Two Hour Minimum**  
**5pm-11pm on Fridays, 9 am-11pm on Saturdays, 9am-5pm on Sundays Two Hour Minimum**

**Rental Application:**

Lemont Resident Applicant Name (21yrs+): \_\_\_\_\_

Type of Event: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Details of Rental:**

Date to Be Reserved: \_\_\_\_\_ No. Of Adults: \_\_\_\_\_ No. Under 21: \_\_\_\_\_ **Max Guests: 125**

Time of the Event: Set-up: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ **Total Hours of Rental: \_\_\_\_\_**

**(1.5 Hours Before Allowed for Set Up and One Hour After Allowed for Clean Up/Not Included in Total Rental Hours.)**

Alcohol Being Served: Yes \_\_\_\_ No \_\_\_\_ **(Alcohol Usage Agreement and Liquor Liability Required/COI)**

Liquor Liability Insurance (COI): Insurance required **(21) twenty-one** days prior to event: YES / NO

Kitchen Use: YES / NO (Please circle) **Kitchen Includes Stove, Sinks and Township Refrigerator ONLY.**

Audio and/or Video System Usage: \$50.00 Yes \_\_\_\_ No \_\_\_\_

Cooling Table: \$25.00 Yes \_\_\_\_ No \_\_\_\_

Round Tables: \$10.00/Ea. Yes \_\_\_\_ 9 Tables Available (5' rounds) / How Many Requested: \_\_\_\_\_

**Note: 6' Rectangle tables are included with rental (6, 8 or 10 guests per table depending on floor plan set-up)**

Total Amount Due: \$\_\_\_\_\_ Balance Due (21) Twenty-One Days Prior To Rental: \$\_\_\_\_\_/Date:

**Cancellation Policy:**

**Cancellations** must be submitted in writing to the Township Supervisor by the person who signed the contract at least thirty (30) days prior to the event to receive a full refund. If cancellation of rental is less than thirty (30) days from rental date, deposit is non-refundable. \_\_\_\_\_ **(Initial)**

**Lemont Township reserves the right to move or cancel all Community Center Reservations**  
**Lemont Township will do our best to provide 24-hour notice. However, it may not always be possible.**

**THE RENTER AGREES TO COMPLY WITH THE FOLLOWING REGULATIONS**  
**UPON SIGNING THE RENTAL AGREEMENT:**

- 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.
- Per Lemont Fire Department. Ordinance: no open flame cooking, **CANDLES**, and/or any combustible substances are allowed. Supervisor approval and insurance (COI) is needed for any requests to grill outside, including caterers.
- Supervisor 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.*
- Renters must provide from their insurance carrier: "additional Insured-Special Event Endorsement" with at least the following coverage limits: Two Million Dollars (\$2,000,000) per event.
- Renter must name **the Lemont Township and its elected officials and employees** as additional insured. Insurance must be in the name of the person or organization renting the Community Center. A copy of the Certificate of Insurance must be received by the Lemont Township at least twenty-One (21) days prior to the event.
- If alcohol is to be served, an application for liquor usage and a Certificate of Insurance (COI) must be submitted along with proper insurance verification, by the renter. The application, insurance certificate/COI is due twenty-one days (21) in advance of the event. The application for liquor usage is subject to approval by the Lemont Township Supervisor. **The renter must provide Host Liquor Liability (Dram Shop) coverage with Township named as additional insured.**
- No smoking will be allowed in the Lemont Township Community Center, or within 15 feet of the building.
- The individual and/or organization shall be held responsible for any damage to the rented premises, or to the Lemont Township Community Center. **(NO TAPE, 3M STRIPS, NAILS ON WALLS, GLITTER OR MESSY CRAFTS ALLOWED)** 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.
- **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.

- Rental balance and insurance certificate/COI (liquor) are due twenty-one (21) days prior to event.  
**(NO EXCEPTIONS)**

**DUE TO INSURANCE REGULATIONS AND LIABILITIES, ALL EVENTS MONDAY-THURSDAY AND SUNDAY, MUST END AT 9:00PM. ALL EVENTS ON FRIDAY AND SATURDAY NIGHTS MUST END AT 11:00PM.**

- If the rental balance is not paid in full and/or COI is not received prior to the last business day of scheduled rental, the agreement is considered null and void. Therefore, the renter forfeits full deposit and all additional payments made to Lemont Township.

The renter agrees to the following charges in the amount as indicated: \$\_\_\_\_\_

I agree to all terms and conditions in this agreement:

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Lemont Township Approval

Date \_\_\_\_\_

Date \_\_\_\_\_