



For Office Use Only:	
Deposit:	<input type="checkbox"/> _____
CC on file:	<input type="checkbox"/> _____
COI received:	<input type="checkbox"/> _____
Balance Pd:	<input type="checkbox"/> _____
Floor plan:	<input type="checkbox"/> _____
Final count:	<input type="checkbox"/> _____

BANQUET HALL 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: \$150/hr. Lemont Township Residents Only (Verification Required/DL)
 \$100 Cleaning Fee (30-75 guests) \$200 Cleaning Fee (75-130 guests)
 \$500 Cleaning Fee (130 or more) plus additional staff fee billed at \$50 per hour.
 50% of Total required for Down Payment due with signed agreement(s)
 Final 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 **Four Hour Minimum**

Rental Application:

Lemont Resident/Host/Applicant's Name (21yrs+): _____ (the "Applicant")

Type of Event: _____

Address: _____

Phone: _____ Email: _____

Details of Rental: **Max Guests Allowed Varies***

Date to Be Reserved: _____ No. Of Adults: _____ No. Under 21: _____

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 ___ **(Liquor Usage Form and Event Liability Required/COI)**

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

Audio and/or Video System Usage: \$60.00 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)**

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

- The Applicant signing this Agreement must be a Lemont Township resident (age 21+) and must be on site for the duration of the event. Failure of Applicant to be on site at all times may result in the forfeiture of the cleaning fee.
- 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 Applicant's use of the premises. The Applicant 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 Applicant's use of Lemont Township premises.
- Per Lemont Fire Department. Ordinance: **no open flame cooking, no 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.**
- Applicant 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.
- Applicant must name **Lemont Township and its elected officials and employees** as additional insured. Insurance must be in the name of the Applicant 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 Applicant. 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 coverage with Township named as additional insured.**
- Smoking is absolutely prohibited in the Lemont Township Community Center, or within 15 feet of the building. Violations of this prohibition will result in the Applicant being charged an additional cleaning fee of \$500 above the standard cleaning fee listed above. The smoking prohibition is consistent with the Smoke-Free Illinois Act (410 ILCS 82).
- The Applicant 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 Applicant, or guests in attendance at the event, is the liability of the Applicant.** If the damage is repaired by persons/companies other than Lemont Township, the Cost shall be paid by the Applicant renter to such service provider. Lemont Township may, in its sole discretion, pay the service provider and seek reimbursement from the Applicant. In this scenario, the Applicant 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.
- If the Applicant violates any terms of this Agreement during the event, the Facilities Director (or their designee) may terminate the Agreement, resulting in the immediate shutdown of the event and the forfeiture of all associated charges and fees.
- **The Township reserves the right to refuse an Applicant from future event space rentals if the Applicant fails to comply with safety and cleaning terms listed out in this rental agreement.**

ADDITIONAL REGULATIONS CONTINUED

- If cleaning fees exceed the \$100/\$200/\$500 Cleaning Fee listed above, the Township reserves the right to charge the Applicant for the additional actual costs incurred by the Township for cleaning. The Applicant will be notified within five business days if additional cleaning fees will be charged to the Applicant.
- Final attendance counts for the event must be given to the Township at least 7 days prior to the event. The maximum attendance for a seated meal is 150 attendees and for all other events the maximum attendance is 250 attendees. The Applicant will pay a \$20 per person charge for each person over their given guest counts. Attendance at an event will not exceed the maximum occupancy established under applicable building and fire codes. **(NO EXCEPTIONS)**
- 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 BY 11:00PM.

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

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

Cancelation Policy:

Cancelations must be submitted in writing to the Facilities Director by the Applicant at least thirty (30) days prior to the event to receive a full refund. If cancelation 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 the following charges in the amount as indicated: \$_____

I, _____, authorize Lemont Township to charge my credit card for payment of all amounts that may be owed by Applicant under this Agreement. I agree to maintain a valid credit card authorization on file with Lemont Township from the date of this application until seven days following the date of the event. I understand and agree that the credit card on file will be used for payment of all amounts due or that may become due under this Agreement including cleaning fee charges and charges for damages. I hereby authorize Lemont Township to access the credit established in this paragraph in order to meet Applicant's financial obligations under this Agreement. I further understand and agree that this authorization will remain in effect for seven days after the event date. Lemont Township may process my credit card automatically when charges become due under this Agreement without the need for additional notice or signature.

I agree to all terms and conditions in this agreement:

Applicants Signature

Lemont Township Approval

Date _____

Date _____

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Are there any additional Point of Contact(s) during event:

Name: _____

Cell Phone: _____ Email: _____

What is the confirmed number of guests attending event?

Final Guest Count: _____ Date Confirmed: _____

Are there any outside vendors to be at this event?

Name: _____

Name: _____