

Heritage Center Rental Agreement

Office Use Only:

Date Paid _____

Check #/Cash _____

*Renter's Name: _____ (please print)

*Date to reserve: _____

*What hours including prep time will you need the Center? _____ o'clock to _____ o'clock.

Fee: _____ \$60

Make Check payable to "City of Lanark" with "Heritage Center Rental" in memo.

The Agreement and applicable fees must be dropped off or mailed to **City Hall at 111A South Broad Street 61046** as soon as possible.

*Renter's address: _____

*City: _____ State: _____ Zip code: _____

*Contact person: _____

*Phone: _____ *Email: _____

*Type of event:

Meeting Class/Seminar Party Other: _____

*Will you be serving:

Food Alcohol

If alcohol will be served you must provide the City **proof of private liability insurance coverage of at least \$1,000,000 and with the City of Lanark as a named insured at least 5 days prior to event. The sale of alcohol is not permitted in the center.**

Please return the facilities to the way you found it. Put tables and chairs back in their previous location, **return thermostat to original setting**, and **lock all doors**.

I hereby agree to this contract:

Signed

Print Name

Date

PLEASE CALL CITY HALL (815-493-2431) A FEW DAYS BEFORE YOUR EVENT.....

..... TO RECEIVE KEY BOX CODE.....