

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.....

Heritage Center Rental Policy

Maximum Capacity 125 people

Please sign and return along with the signed rental agreement.

Disclaimers

The Heritage Center (“the Center”) shall be provided by the City of Lanark (“the City”) as-is and the City makes no warranty regarding the suitability of the Center for the Renter’s Intended use (“Event”).

Indemnification

Renter hereby indemnifies and holds harmless “the City” from any damages, actions, suits, claims, or other costs (including reasonable attorneys’ fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) caused by Renter’s use of the Center. Renter shall notify “the City” of any damage or injury of which it has knowledge in, to, or near the Center, regardless of the cause of such damage or injury.

Payment

Make Checks payable to “City of Lanark” with “Heritage Center Rental” in the Memo. Agreement and applicable fees can be dropped off at City Hall at 111 South Broad Street. Renter may also pay by credit card (**there is a surcharge when using a credit card**) at City Hall or online at <https://pay.paygov.us/EndUser/PaymentAgency.aspx?ttid=16732>

Cancellation

Renter may cancel the Event by notifying “the City” by providing notice fourteen (14) days or more before the Event Date. In such an event, “the City” shall refund to Renter the full amount of the Rental Fee.

Condition

After the completion of the Event, the Renter shall leave the Center in the same or similar condition as received from “the City”.

- **PLEASE** wipe down tables and chairs and put them back to their previous location
- Sweep the floors and mop the kitchen if there were any spills
- Take all trash generated at the Event to the dumpster behind the Center
- Return Thermostat to original setting
- **PLEASE** turn all lights off including lights in the bathrooms
- Lock all doors and return key to key box
- Scramble the numbers on the dial to ensure the key box locks

2 to 3 days before Event call 815-493-2431

To receive KEY CODE to get into the building

Signed _____ Print Name _____ Date _____