

# Heritage Center Rental Agreement

## Office Use Only:

Date Paid \_\_\_\_\_

Check #/Cash \_\_\_\_\_

\*Renter's Name: \_\_\_\_\_ (please print)

\*Date to reserve: \_\_\_\_\_

\*Time \_\_\_\_\_ am/pm open doors \_\_\_\_\_ am/pm lock doors.

The doors will all be set to auto open and lock by the times provided.

Fee: \_\_\_\_\$75

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 and **return thermostat to original setting.**

I hereby agree to this contract:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Heritage Center Rental Policy

Maximum Capacity 125 people

Disclaimers

The Heritage Center (“the Center”) shall be provided by the City of Lanark (“the City”) as-is and the City make 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 [www.paygov.us](http://www.paygov.us)- the location code for Lanark is 36925.

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
- Doors will auto open and lock at the times given on agreement

If doors are not open at time provided, please call City Hall at 815-493-2431 or if after office hours, call the Maintenance Department at 815-493-6832.

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Signed

Print Name

Date