



BANQUET HALL RENTAL AGREEMENT

351 Oakwood Ave
 Waukegan, Illinois 60087
 ArchesBanquetHall@lcsportscenter.com

Date of Event:	Type of Event:
Arrival Time:	Approximate number of guest:
Client Name (Renter):	Email:
Address:	City, State, Zip Code
Home Phone:	Other Phone:

A. PAYMENT TERMS, SECURITY DEPOSIT, CANCELLATION POLICY & RENTAL FEES

- i. **RENTAL FEE:** The facility rental rate is \$ _____ (rate does not include required security deposit)
- ii. A security deposit in the amount of \$500.00 is required at the time of the contract being signed to hold the facility for the scheduled event. This deposit will be refunded no later than 30 days after the party **MINUS A \$150 CLEANING FEE** provided that:
 - a. **There are no damages to the facility due to neglect.** Notification of damages and chargers will take place.
 - b. The renters' guests vacate the facility promptly at the ending time of the contract. If the facility is not vacated by the contracted agreement, Lake County Sports Center (LCSC) reserves the right to withhold the security deposit.
 - c. Police or extra security need to be called at any point throughout the event.
 Forfeiture of part or all deposit will take place.
- iii. LCSC will walk through facility following event inspecting for damages. Walk through by clients are welcomed before the start of the event.
- iv. Rental time for the facility will be as follows. All events cannot begin before 3:00pm unless authorized by LCSC.
 - a. 11:00am - 1:00am on Friday's, Saturday's and Sunday's followed by a federal holiday.
 - b. Sunday's thru Thursday's will be 11:00am to 12:00am.
 - c. This time is to be used for decorating and the event itself.
 - d. If time and space are available, LCSC will provide one two-hour rehearsal time the week of the event only. LCSC cannot guarantee your choice of time will be available. Choice practice times can be purchased for the price of \$75 per hour
- v. **PAYMENTS:** Payments are accepted in cash, local check, or credit card. A 3% fee will be added to all credit card transactions.
- vi. The final balance must be paid 180 days prior to the date of your event. Date: _____
- vii. A \$50 NSF fee will be charged to all returned checks.
- viii. **CANCELLATIONS:** In the event of cancellation or reschedule, no refunds will be given. If rescheduled 60 days or more prior to the rental date, LCSC will help with the best of their ability to reschedule the event, a \$250 change fee will be charged, any difference in price will paid. If rescheduled 45 days or more prior to rental date a \$500 change fee will be charged. Cancellation or rescheduling will not be allowed 45 or fewer days prior to the event.

B. FOOD AND BEVERAGE

- i. Client may have event catered by an approved LCSC cater.
- ii. ALL beverages must be purchased through LCSC. NO exceptions.
- iii. No bottled water will be allowed.
- iv. Absolutely no outside alcoholic beverages are allowed in the facility. All alcoholic beverages must be purchased from LCSC. **IF ANY OUTSIDE ALCOHOLIC BEVERAGES ARE FOUND, THE PARTY WILL BE SHUT DOWN IMMEDIATELY AND NO REFUNDS OR DEPOSITS WILL BE GIVEN.**
- v. Will alcohol be served? Yes

Client Initials: _____ LCSC Personnel Initials: _____



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C. RULES

- i. All events must provide LCSC a final attendance number 14 days prior to event.
- ii. No more than 400 guests may attend event unless given permission from LCSC.
- iii. Included in the rental fees are the set up of tables and chairs in the arrangement you wish. 400 chairs, 50 60" tables, 6 3' x 8' tables and stage. No table linens or chair covers will be supplied. One bartender will be provided. Additional bartender may be requested at the discretion of LCSC. One Security guard will be used at the door to prevent any outside alcoholic beverages or check invitations.
- iv. All decorating is left to the client. Confetti, rice or balloons are not allowed. Nothing will be allowed to be attached to the walls, mirrors, fixtures or doors.
- v. Linen's must be picked up by 2:00am. LCSC is not responsible for any linens not picked up during that frame time.
- vi. All of the client's property and decorations must be out by 2:00 am unless given permission from LCSC.
- vii. All entertainment is left up to the client. DJ's or bands must have all equipment out by 2:00am. Volume must be in accordance with the City of Waukegan's Noise ordinance.
- viii. LCSC is not responsible for unforeseen weather related incidents.
- ix. LCSC is not responsible for supervising client's guests or their behavior.
- x. LCSC is not liable for any damages or loss of property to client's or client's guest property.
- xi. If any altercation arise where police or security need to be called, forfeiture of all of the \$500 security deposit will take place.

Add-On's:

QTY	ITEM	UNIT PRICE	TOTAL PRICE

By signing this document, I, the client/renter, agree to the above rental fee, security deposit and all of LCSC policies and rules.

Signature of Client/Renter: _____ Date: _____

Signature of LCSC Authorized Personnel: _____ Date: _____