

The Arches Banquet Hall
At
Lake County Sports Center
351 Oakwood Ave. Waukegan, IL. 60085

Event Date _____ Type of Event _____
Arrival Time _____ Approximate number of guests _____
Contact Name _____ Email _____
Address _____ City _____ State _____ Zip _____
Home Phone _____ Other Phone _____

A. Payment Terms, Security Deposit, Cancellation Policy & Rental Fees

1. 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 **\$120 cleaning fee** provided that:
 - a. There are no damages to the facility due to neglect. Notification of damages and charges 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 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.
2. LCSC will walk through facility following event inspecting for damages. Walk through by clients are welcomed before the start of event.
3. Rental time for the facility will be as follows. All events cannot begin before 3:00pm unless given permission from LCSC.
 - a. 11:00am to 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 practice 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.
4. Payment maybe made in cash, local check or credit card. A 3% fee will be added to all credit card transactions.
5. A \$50 NSF fee will be charged to all returned checks.
6. The facility rental rate is \$ _____
7. In the event of cancellation or reschedule, no refunds will be given. If rescheduled 60 days or more prior to 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 be 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 less days prior to the event.
8. The final balance must be paid 180 days prior to the date of your event.

B. Food and Beverage

1. Renter may have event catered. Cater must be approved by LCSC.
2. Beverages must be purchased through LCSC. No Exceptions, unless given permission from LCSC.
3. No Bottled water will be allowed.
4. Absolutely no outside alcoholic beverages are allowed in the facility. All alcoholic beverages must from LCSC. **If any outside alcoholic beverages are found, the party will be shut down immediately and no refunds or deposits will be given.**
5. **Will alcohol be served? _____ YES, _____ NO**
6. Open bar options are available.
 - a. Open draft beer is available, minimum of two barrels. Please ask for current barrel prices. No refunds will be given for unfinished barrels. Prices are subject to change.
 - b. Pre paid bar is available for certain hours throughout the night.
 - c. A 15% gratuity will be added to any open bar option.
 - d. Unlimited soda and water package available for three hours for \$250.

C. Rules

1. All events must provide LCSC a final attendance number 14 days prior to event.
2. No more than 400 guests may attend event unless given permission from LCSC.
3. Included in the rental fees are set up of table 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. The cleaning fee for hall will be taken out of the security deposit. More bartenders can be provided at the discretion of LCSC. One security guard will be used at the door to prevent any outside alcoholic beverages or to check invitations.
4. All decorating is left up to the client. Confetti, rice or balloons are not allowed. Nothing will be allowed to be attached to walls, mirrors, fixtures or doors.
5. All of client's property and decorations must be out by 2:00am unless given permission from LCSC.
6. All entertainment is left up to 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.
7. LCSC is not responsible for unforeseen weather related incidents.
8. LCSC is not responsible for supervising client's guests or their behavior.
9. LCSC is not liable for any damages or loss of property to client's or client's guest property.

**If any altercation arise where police or security need to be called, forfeiture of part or all of the \$500 security deposit may take place. **

Signature: _____ Date: _____
Renter

Signature: _____ Date: _____
Lake County Sports Center Authorized Personnel