

LADD COMMUNITY CENTER  
303 S CENTRAL AVE – LADD IL 61329  
RENTAL AGREEMENT

1. Rental date must be secured with the Village Clerk.
2. Ladd's Community Center is a tax-exempt facility and cannot be used for commercial purposes.
3. The hours of rental must be stated on the application and the fee will be charged accordingly.
4. One hour will be allowed for set-up. This can be the morning of the event or the evening before. Set-up time must be stated on the application.
5. No one may rent the facility on the day before a previously scheduled event.
6. One hour will be allowed for clean-up. Renters are responsible for their own clean-up which is to be done immediately following the event. Tables and chairs that are set up for the event are to be taken down unless advised otherwise.
7. Rental fees are \$50.00/hour for Ladd residents, \$75.00/hour for non-residents, and \$50.00/event for fundraisers. There are no rental fees to hold funeral dinners for Ladd residents.
8. A \$100 security deposit is required. A full refund of your deposit will be made if upon inspection, the facility is found to need no additional cleaning or repair.
9. Reservation date will not be secured until the rental fee and deposit are paid in full.
10. No smoking is allowed inside the community center.
11. **All events that include alcohol require liability insurance coverage.** At events where liquor will be **sold**, renter is required to also purchase liquor liability insurance coverage. This includes benefits & fund-raising events where the ticket price includes alcohol. At events where liquor will be **served but not sold**, the liability insurance coverage must still be purchased but the liquor liability is included. This coverage can be done thru the Village's insurer (TULIP) at a minimal cost. Renter enters event information into a secure web site, an instant quote is generated and the policy can be purchased with a credit card. Renter also has the option to purchase his own insurance elsewhere but it **must** provide general liability limits in an amount not less than \$1,000,000 per occurrence/\$2,000,000 aggregate and names the Village of Ladd as additional insured. Renter must provide proof of the required insurance to the Village Clerk prior to the event.

Please retain this page for your reference, do not return it with your application.

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RENTAL APPLICATION

Renter's Name: \_\_\_\_\_

Renter's Address: \_\_\_\_\_

Renter's Phone Number: \_\_\_\_\_

Name of organization (if applicable): \_\_\_\_\_

Village of Ladd resident? Yes \_\_\_ No \_\_\_ Non-profit organization? Yes \_\_\_ No \_\_\_

Type of event: \_\_\_\_\_

Date of rental: \_\_\_\_\_

Time of rental: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Date & time of set up: \_\_\_\_\_

Alcoholic beverages will be served? Yes \_\_\_ No \_\_\_ (See #11 on Rental Agreement)

Rental rate for fundraisers: \$50.00/event

Rental rate for Ladd resident: \$50.00/hour

Rental rate for non-resident: \$75.00/hour

Rental fee: \$ \_\_\_\_\_

Deposit: \$ 100.00

Total: \$ \_\_\_\_\_

I have read the Rental Agreement and understand the rules for the rental of the Ladd Community Center as stated and hereby agree to comply fully.

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Renter's signature

Date

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**For office use only:**

Renter: \_\_\_\_\_ Rental Date: \_\_\_\_\_

Refund: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

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