

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 for 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. A \$50 Professional Cleaning Fee is required.
10. Reservation date will not be secured until the rental fee and deposit are paid in full.
11. No smoking is allowed inside the community center.
12. **All events that include alcohol require liability insurance coverage**. At events where liquor will be **sold**, renter is required to apply for a Ladd liquor license, an Illinois liquor license and must 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 (GatherGuard) at a minimal cost. Renter enters event information into a secure website, 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

Professional Cleaning Fee \$ 50.00

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.

Renter's signature

Date

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For office use only:

Renter: _____ Rental Date: _____

Refund: \$ _____ Check #: _____ Date: _____

Notes:
