

CHEBANSE CIVIC CENTER
180 W. FIRST SOUTH ST.
P.O. BOX 400
CHEBANSE, IL 60922

CIVIC CENTER RENTAL AGREEMENT

RENTER: _____ PHONE: _____

ADDRESS: _____

DATE OF EVENT: _____ TIME/HOURS REQUESTED: _____

RENTAL FEES:

DEPOSIT IS REQUIRED	\$100.00
2 HOURS	\$ 35.00
4 HOURS	\$ 55.00
6 HOURS	\$ 85.00
8 HOURS	\$110.00
24 HOURS	\$200.00
DECORATIVE LIGHTS	\$75.00
LIQUOR LICENSE	\$25.00

FEES: DEPOSIT WILL BE RETURNED AFTER INSPECTION OF THE FACILITY AND BOARD APPROVAL IS GIVEN

DEPOSIT FEE: \$ _____

RENTAL FEE: \$ _____

LIGHTS FEE: \$ _____

TOTAL FEES: \$ _____

CASH: _____ CHECK #: _____ DATE: _____

Applicant has reviewed the Building Rules. If alcohol is to be present, applicant has reviewed appropriate Municipal Codes. A copy of this agreement will be retained at the Village Office. At the Village's discretion, we may make unscheduled visits as many times as they deem necessary and will expect to be directed to the above person(s) responsible. Any violation of the Building Rules, Municipal Codes or misrepresentation of the above information will result in revocation of Liquor License (if purchased) and/or Rental Agreement without any refunds due.

SIGNATURE

DATE: _____

TERMS AND CONDITIONS OF AGREEMENT

- No balls of any kind are to be thrown at the walls
 - No tape of any kind is to be used on walls, doors, or floors (Command Strips may be used)
 - All garbage must be picked up, put in garbage bags and placed in the dumpster (not on the ground) located outside. (Key is hanging by entry to the gym)
 - All broken or damaged property of the Chebanse Civic Center must be reported immediately to the Village Office (815) 697-2214
 - Please make sure ALL doors are closed and locked before leaving
 - All lights should be turned off when you leave
 - Please double check restrooms to make sure no water is running and all toilets have been flushed
 - No smoking in any part of the building
 - Turn both thermostats down to 58 degrees before leaving
 - All tables and chairs must be returned to their proper place (please do not drag the tables and/or chairs across the gym floor)
 - Floors must be swept and area left as when you arrived
 - Kitchen: make sure appliances are turned off and the area has been cleaned. **NO FOOD LEFT BEHIND**
 - All functions are video recorded for your safety
 - The Licensee will not knowingly allow any unlawful activity on the premises
 - The licensee agrees to indemnify and hold harmless the Village of Chebanse and/or the Chebanse Civic Center against any loss
 - The Village of Chebanse or the Chebanse Civic Center reserves the right to terminate any event where the above regulations are violated and/or the behavior of the people in attendance become disruptive or destructive
 - All cancelations need to be made as soon as practical
 - **DEPOSITS MAY BE REFUNDED IN WHOLE OR IN PART AFTER THE FINAL INSPECTION. PICTURES WILL BE TAKEN AS PROOF**
 - **DEPOSITS WILL BE REFUNDED IN WHOLE OR IN PART AFTER THE NEXT SCHEDULED VILLAGE BOARD MEETING AND THE KEY IS RETURNED TO THE VILLAGE OFFICE. IF THE KEY IS LOST OR NOT TURNED IN, THE COST TO REPLACE THE KEY WILL BE DEDUCTED FROM YOUR DEPOSIT. THE COST TO REPLACE THE KEY IS \$300.00. YOU WILL BE BILLED FOR THE KEY REPLACEMENT.**
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- FEES 2 HOURS \$35.00
 - 4 HOURS \$55.00
 - 6 HOURS \$85.00
 - 8 HOURS \$110.00
 - 24 HOURS \$200.00
 - DECORATIVE LIGHT \$75.00