

**VILLAGE OF CHEBANSE  
CIVIC CENTER RENTAL AGREEMENT**

**DATE(S) OF FUNCTION:** \_\_\_\_\_ **HOURS OF FUNCTION:** \_\_\_\_\_

**PURPOSE OF FUNCTION:** \_\_\_\_\_

**FUNCTION IS TO BE:** \_\_\_\_\_ **OPEN TO THE PUBLIC OR** \_\_\_\_\_ **PRIVATE**

**PERSON(S) RESPONSIBLE:** \_\_\_\_\_  
MUST BE PRESENT FOR DURATION OF FUNCTION- PLEASE PRINT

**CONTACT PHONE NUMBER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DRIVERS LICENSE NUMBER:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

**WILL ALCOHOL BE SERVED:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**LIQUOR LICENSE HOLDERS NAME:** \_\_\_\_\_  
MUST BE PRESENT FOR DURATION OF FUNCTION

**DATE(S) AND HOURS OF VALIDITY:** \_\_\_\_\_

**FEES: DEPOSIT RETURNED UPON INSPECTION OF FACILITY**

**RENTAL FEE:** \$ \_\_\_\_\_

**DEPOSIT FEE:** \$ \_\_\_\_\_

**LIGHTS** \$ \_\_\_\_\_

**TOTAL FEES:** \$ \_\_\_\_\_

**CASH:** \_\_\_\_\_ **CHECK #:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Applicant has reviewed the Building Rules with the appropriate Committee Representative. 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:** \_\_\_\_\_

\_\_\_\_\_  
**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 or doors or floors**
- **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**
- **DEPOSIT MAY BE REFUNDED IN WHOLE OR IN PART AFTER THE FINAL INSPECTION**
- **CANCELATIONS MUST BE MADE 30 DAYS IN ADVANCE OR DEPOSIT IS FORFEITED**

\_\_\_\_\_ **DATE** \_\_\_\_\_  
**APPLICANT**

\_\_\_\_\_ **DATE** \_\_\_\_\_  
**AUTHORIZED REPRESENTATIVE**

## **FEE SCHEDULE**

**EFFECTIVE JUNE 1, 2018**

- **2 HOURS                    \$30.00**
  - **4 HOURS                    \$50.00**
  - **6 HOURS                    \$75.00**
  - **8 HOURS                    \$100.00**
  - **24 HOURS                  \$175.00**
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- **DECRETIVE LIGHTS WITH ANY RENTAL \$75.00**
  
  - **LIQUOR LICENSE \$25.00**