



## RENTERS INFORMATION

Renter: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## EVENT INFORMATION

Type of Event: \_\_\_\_\_ Date: \_\_\_\_\_

Time In: \_\_\_\_\_ Start Time: \_\_\_\_\_ Time Out: \_\_\_\_\_ Total Hrs.: \_\_\_\_\_

## FEES

Rental Fee: \_\_\_\_\_ Chair Set-up Fees (*Ceremony and meetings only*): \_\_\_\_\_

Baby grand piano (\$50 fee) \_\_\_\_\_

Additional Fees: Holidays (\$200) \_\_\_\_\_ Sunday Fee: (\$100) \_\_\_\_\_

Deposit Due: \_\_\_\_\_ Balance due: \_\_\_\_\_ Balance due date: \_\_\_\_\_

- 50% of rental fee required to hold date
- Balance due 60 days prior to the event
- Payment can be paid by cash, check or credit card
- A verified, valid credit card is required to be kept on file for the duration of the event to cover any un-reported accidental or non-accidental loss or damage to the home. Renter will be notified within 7 days of the event if any damages or losses were observed.

## CANCELLATION POLICY

- Deposit is fully refundable if event is canceled 90 days before the event
- 61 - 89 days before - 50%
- **Less than 60 days before - No Refund**

## EVENT STAFF

- The Adler Center is a do-it-yourself venue, offering you the flexibility to create the wedding or other event of your dreams. A professional licensed caterer must provide all food service, and a licensed and insured bartender must be hired to operate your bar



*A Home for the Arts*

- Rentals include an Adler Center Administrative Staff Member on site

## **RENTER RESPONSIBILITY**

- Post-event, the renter is required to inspect the facility with the Adler Staff Member to ensure clean-up has been adequate and all personal belongings have been claimed (The Adler Center is not held responsible for any personal items that are lost, stolen or damaged)

## **PARKING & ACCESSIBILITY**

- The David Adler Music & Arts Center has limited parking
- You may request to use the nearby parking lot at Adler School for additional parking. A request must be submitted to the David Adler Music & Arts Center at least 60 days in advance
- For larger parties it is highly recommended that the renter use a valet service or shuttle guests between the David Adler Music & Arts Center and a designated satellite parking lot
- **The David Adler Music & Arts Center is not handicap accessible**

## **DECORATIONS**

- No materials that can damage any surfaces including floors, walls, windows, mirrors and doors may be used
- Flower arrangements placed indoors need a protective base
- Glitter, rice, confetti or birdseed may not be thrown or used in decorating anywhere inside or around the David Adler Music & Arts Center. Flower petals may be thrown around the grounds and gardens, but not inside the house
- Candles must be LED or battery-operated inside or on the house
- Candles are allowed outside as long as the flame is completely enclosed in glass and placed on a sturdy surface
- A Unity Candle may be used during a ceremony

## **VENDORS**

- The David Adler Music and Arts Center receives no monetary reward from our preferred vendors
- Our preferred vendors are familiar with the historic significance of the David Adler home and are respectful of our property. We also know their reputation, and are confident in recommending them to you
- You must use our preferred vendors for catering services and tent rental
- A list of all vendors who will be associated with your event (with name, address and phone) is required at least 30 days prior to event. Proof of vendor insurance is required at that time.
- There is no on-site commercial kitchen for use by outside caterers
- All vendors must leave the premises in the same condition in which they were before the event

## **DELIVERIES**

- Deliveries and pick-ups are to be made the same day of the event unless an Adler Center Staff Member approves other arrangements
- The David Adler Music & Arts Center staff is not responsible for the arrival, safety or condition of items delivered prior to set up time, or left on the premises following clean up

## **SMOKING**

- The Adler Center must maintain a smoke-free environment. No smoking is permitted within 25 feet of the entrance to the David Adler Center. If you require a designated smoking area for

your party, please give us prior notice

## **PHOTOGRAPHS**

- The David Adler Music & Arts Center shall have the right to take photographs at the event for the purpose of advertising the David Adler Music & Arts Center. All rights to, and the use of these images shall belong to the David Adler Music & Arts Center
- If renter has guests that are not willing to be photographed it is the renter's responsibility to notify the Adler Center Staff

## **RELEASE OF LIABILITY AND CONDUCT**

- Renter assumes all liability for loss at the David Adler Music & Arts Center and grounds, including pathways and driveways, including, theft, disappearance, damage or injury to goods, wares, merchandise and property of any kind
- Renter assumes liability for injury and death of any person in any way connected with renter's use of the David Adler Music & Arts Center from any cause whatsoever, including grounds, paths, floor surfaces or natural ground surfaces
- Renter agrees to indemnify and hold the David Adler Music & Arts Center and the Village of Libertyville harmless from any and all loss, liability, actions, suits, proceedings or claims, including attorney's fees and/or other expenses resulting from or arising out of renter's use of the David Adler Music & Arts Center
- The Adler Center does not permit the rental of its facilities for the purpose of any illegal activities, including, but not limited to gambling, underage drinking, etc.

## **INSURANCE**

- The renter agrees to purchase event liability insurance for bodily injury and property damage for a minimum of \$1,000,000
- If the renter intends to serve alcoholic beverages of any type, the insurance must include Liquor Liability/Dram Shop Insurance for a minimum of \$1,000,000
- The David Adler Music & Arts Center must be listed as additional insured. This insurance can be provided through your personal home or renter's insurance
- A copy of the policy must be sent to the Adler Center no less than 30 days prior to the event

## **ALCOHOL**

- The use of alcohol on the premise is subjected to the Libertyville Village Ordinance, as amended, and the applicable Illinois statutes
- Alcoholic beverages of any type may be consumed responsibly on premises. No one under 21 years of age may consume alcohol
- No cash bars are allowed unless a license is obtained from the Village of Libertyville

**I have read and understand the Adler Centers Terms and Policies. I expressly agree to assume the risk of any accident or personal injury which may be sustained while using the aforesaid facilities, and agree that the David Adler Cultural Center, its officers, directors and employees will be in no way liable for any such injury or damages to persons or property of those in attendance of the above mentioned event. I further agree to indemnify and hold harmless the Village of Libertyville, its officers, directors and employees, for any loss, expense, including but not limited to defending claims and reasonable attorneys' fees, at the time any claim is asserted, for any injuries or damages to person or property, sustained by any guest, either invited or not invited, of the Renter while upon said premises.**

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Renters Signature

Date