



Ceremony Package

Ceremony Rate

- \$500 flat rate for 3 hours
 - \$50 per additional half hour
 - 1 hour scheduled rehearsal
- Indoor Capacity
 - Ballroom - up to 50 guests
 - Sun Porch - up to 30 guests
- Outdoor Capacity
 - Back Patio - up to 150 guests
 - Outdoor ceremonies may be tented. Tents must be rented through our vendor partners

Event Package Includes

- Adler Arts Center administrative staff member on site
- Use of Adler Arts Center's chairs
 - 100 matte white stacking chairs
- First floor space
 - Guest space: ballroom, sun porch, dining room, outdoor patio
 - Brides Room: upstairs studios and bathrooms
 - Grooms Room: south end studios and bathrooms
 - Vendor space: kitchen, butler's pantry
 - Optional use of baby grand piano for a \$50 fee

Set-up and Clean-up

- Set-up
 - Renter and/or renter's vendors are responsible for all event set-up (Chair set-up and take down is available for a \$50 fee)
- Clean-up
 - Renter and/or renter's vendors are responsible for all event clean-up (Chair set-up and take down is available for a \$50 fee)
 - Premises must be left in same condition as upon arrival
 - All recycling and garbage must be either removed by renter/renter's vendors or bagged up and brought to outdoor receptacles provided
 - Any cleaning needed upon inspection will be charged at \$25 per hour rate

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 Adler 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 Arts Center no less than 30 days prior to the event

Alcohol

- The use of alcohol on the premises 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

Deposits

- 50% of rental fee required to hold date
- Balance due 60 days prior to the event
- Payments 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/property. Renter will be notified within 7 days of the event if any damages or losses were observed