



# Small Event Package

## Small Event Rate

- \$500 for 4 hour minimum (includes setup and clean up)
  - Additional half hour increments available at \$50 each
- Maximum Capacity 75 guests
  - Capacity for sit down meal service:
    - » Ballroom - up to 24 guests
    - » Sun Porch - up to 16 guests
  - Cocktail reception rental capacity:
    - » Up to 75 guests

## Event Package Includes

- Adler Arts Center staff member on site
- First floor space
  - Guest space: reception room, ballroom, sun porch, dining room, outdoor patio
  - Vendor space: kitchen, butler's pantry
  - Optional use of baby grand piano for a \$50 fee

## Set-up and Clean-up

- Set-up
  - If furniture set-up is not included in the catering contract, renter is responsible for set-up
  - Renter and/or renter's vendors are responsible for all other event set-up
- Clean-up
  - Clean-up is the sole responsibility of rental party, if furniture clean-up is not included in the catering contract renter is responsible.

- 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

## Vendors

- Adler 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.

## 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 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