

## REGENT CENTER RENTAL APPLICATION (RESIDENT/NON-RESIDENT)

All applicants must read and sign Rental Agreement attached to Rental Application.

All Rental Applications must be submitted at least 14 days prior to requested date.

**DEPOSIT MUST BE PAID IN FULL AT TIME OF APPLICATION.**

Today's Date: \_\_\_\_\_

Office Use Only

Rental Number \_\_\_\_\_

Routed to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Day and Date Requested: \_\_\_\_\_ Hours\*: From: \_\_\_\_\_ To: \_\_\_\_\_

\* Total hours must include set-up and clean-up time.

Applicant's Name (person responsible for event): \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_ (maximum 110 guests)

Will there be an admittance fee to this event? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be using outside entertainment? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what type? \_\_\_\_\_

**Outside entertainment must end 30 minutes prior to end of rental.**

Please check which of the following items you would like to use (no additional fees):

Microwave \_\_\_\_\_ Refrigerator \_\_\_\_\_ Stove/Oven \_\_\_\_\_ P.A. System \_\_\_\_\_ Dance Floor \_\_\_\_\_

Please check which of the following items you would like to use (additional fees as indicated):

Steam Table (\$15) \_\_\_\_\_ Coffee Pot (\$5) \_\_\_\_\_ Portable Bar (\$15) \_\_\_\_\_

Will you be serving alcoholic beverages/products? Yes \_\_\_\_\_ No \_\_\_\_\_ **Alcoholic beverages/products may not be sold.**

If serving alcohol, will you be supplying your own liquor liability insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, you must purchase liquor liability insurance through the park district's insurance carrier. \$200 \_\_\_\_\_

Smoking is prohibited inside  
The Regent Center

A) First 2 hours = ~~R~~\$200/NR\$250

B) Total additional hours \_\_\_\_\_ x R\$75/NR\$100 = \$ \_\_\_\_\_

C) Total extra rental items = \$ \_\_\_\_\_

D) Rental Fee due 14 days before event (add lines A, B and C): \$ \_\_\_\_\_

E) Security Deposit: \$ \_\_\_\_\_

F) Liquor Liability Insurance: \$ \_\_\_\_\_

G) Total **DUE NOW** to hold your date (add lines E and F): \$ \_\_\_\_\_

I confirm that I have read, understand & signed the Rental Agreement, that the above information has been completed honestly and accurately, and further understand if any information is found not to be true, the rental event will be cancelled by the Park District and my security deposit will be forfeited.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## REGENT CENTER RENTAL AGREEMENT TERMS AND CONDITIONS

All applicants must read, sign and return the Rental Agreement with their completed Rental Application at least 14 days prior to request date.  
The Regent Center is located at 1200 Regent Drive, Mundelein.

Our facility will accommodate up to one hundred ten (110) people maximum and is a smoke free environment. A Mundelein Park & Recreation District (known as MPRD for the remainder of this Rental Agreement) staff member will be on the premises at all times to assist you if necessary. Available rental hours are: Friday 5:00 pm to 11:00 pm, Saturday 10:00 am to 11:00 pm and Sunday 10:00 am to 9:00 pm.

### GENERAL RULES:

1. Minimum rental time: two (2) hours.
2. The rental fee is due in full 14 days before scheduled event.
3. Proof of park district residency must be presented at time of rental application to qualify for resident rate (i.e.: valid driver's license, current lease or real estate tax bill with Renter's name and address.)
4. The Renter, or a designated responsible adult (*name: \_\_\_\_\_*), must be present at the start of the rental. Proof of identification is required. A walk-through of the rented facility with MPRD staff will be completed at the start of the rental and an inspection sheet must be signed by the Renter. MPRD holds the renter solely responsible for the condition of the rented facility at the conclusion of the rental.
5. Unless otherwise notified by the Renter, MPRD shall set-up tables and chairs for the number of guests indicated on the Rental Application.
6. Smoking is prohibited in this facility. Receptacles are available outside for your convenience; please do not litter.
7. Gambling of any form is prohibited.
8. Renter shall not permit any area to be used for any disorderly or unlawful behavior during the period of this rental.
9. Any evidence of smoking, gambling, disorderly or unlawful behavior in the facility during your event will result in the loss of Renter's security deposit and/or immediate termination of rental event.
10. Renter is liable for any damages or loss of property, furniture and/or equipment. Any damage to the facility structure (inside or outside), furniture (appliances, floors, rugs, etc.) will be deducted from Renter's security deposit.
11. The security deposit will be refunded in full if Renter complies with all the terms and conditions of this rental agreement. The MPRD Staff Report will determine if any or all of the security deposit shall be returned.
12. All refunds are processed in the form of check or credit card. Upon approval refunds will be issued 2 to 4 weeks after your event.
13. No changes will be allowed 1 week prior to your rental date.
14. Should the rental extend beyond the approved Rental Application time, the renter will be charged for the additional time plus a \$15.00 processing fee, to be deducted from the security deposit.
15. Refunds will not be given for any unused time.
16. A \$25.00 service charge will be assessed on all checks returned due to insufficient funds.

### RENTER CANCELLATION POLICY:

1. If applicant/renter cancels their rental at least 60 days prior to the rental date, a \$25.00 cancellation fee will be withheld from the rental security deposit.
2. If applicant/renter cancels their rental after 60 days prior to the rental date, a \$100.00 cancellation fee will be withheld from the rental security deposit.
3. The remainder of the deposit, upon approval, will be returned within 2 to 4 weeks of cancellation.

## ALCOHOL and LIABILITY INSURANCE:

Liquor Liability Insurance is required if alcoholic beverages/products are served at Rental event. Otherwise, NO alcoholic beverages/products are allowed on the premises. Any evidence of alcohol consumption in the facility without a liquor liability insurance policy on file with the MPRD will result in the immediate termination of the rental and loss of renter's security deposit.

A Host Liquor and General Liability insurance policy may be purchased through the MPD's insurance carrier for the cost of \$200.00.

The Renter may obtain their own insurance. Policy should be underwritten for \$1,000,000.00 coverage naming the MPRD as additionally insured. A copy of this policy must be on file with the MPRD no later than 21 days prior to the rental date.

If for any reason Renter does not supply copy of said insurance policy by required date, a policy will automatically be underwritten by MPRD insurance carrier. The cost for this policy along with a \$15.00 late processing fee is the responsibility of the renter (regardless of policy duplication) and is due no later than 14 days prior to rental date. If renter either chooses not to accept MPRD insurance policy or all fees are not paid in full 14 days prior to rental date, rental will be cancelled and Renter's security deposit is forfeited.

The consumption of alcoholic beverages/products is prohibited in the facility parking lot or anywhere outside of the rental facility excluding patio deck located on the east side of building (for purposes of definition, it is considered part of the rental facility.) Evidence of any alcohol consumption outside of the facility will result in the immediate termination of the rental and loss of Renter's security deposit.

No alcoholic beverages/products will be given, served or dispensed to minors. A minor is anyone under the age of twenty-one (21.) Bartenders and wait staff must be aware of the age of the person being served. If in doubt, it is suggested not to serve. Any violation of the law will result in the immediate termination of the rental, arrest, and loss of Renter's security deposit. It is, therefore, recommended that your event use the method of "each person gets his or her own" beverage/product from the bar.

**It is prohibited to sell alcohol at any rental event or to charge an admission fee when alcohol is served.**

## RENTER RESPONSIBILITIES:

1. Renter must present their copy of Rental Contract upon arrival to the Regent Center.
2. Renter must provide all kitchen utensils (serving spoons, forks, etc.) Kitchen utensils belonging to the MPRD *cannot* be used. Only the kitchen equipment requested on the Rental Application maybe used. The portable bar must remain *inside* the facility. It cannot be moved to the patio deck.
3. If a band or disc jockey is hired, they are not permitted to use any smoke emitting device, pyrotechnics or "stage prop" used for special effects. Failure to comply will result in the immediate termination of the rental and loss of Renter's security deposit.
4. Only masking tape is allowed on walls, ceilings, etc. when decorating. No clear "Scotch brand" tape, staples, or tacks allowed.
5. When cleaning, wipe up any food or beverage spills on tables, chairs, walls and carpet.
6. Clean up kitchen including all food, containers, spills, etc. Wipe down counter tops and appliances used during your event.
7. Wipe down all tables and chairs with soapy water and damp cloth or spray cleaner (not provided).
8. Dispose of all food and decorations, etc. from event in trash receptacles using provided trash liners.
9. Close trash bags securely and leave near restrooms.
10. Return any moved furniture or equipment to their original position. Facility should be restored to same condition as it was when the rental began.

**TERMINATION OF RENTAL:**

The MPRD reserves the right to termination any event at any time if it is determined by MPRD Staff that continuation of the rental is not in the best interest or safety of the participating guests, MPRD Staff, or rental facility. If the MPRD finds cause to terminate your event while your event is taking place, the Director will review the MPRD Staff Report to determine if any of the security deposit or rental fee will be refunded.

The MPRD reserves the right to terminate the participation of any individual in any rental facility for disruptive behavior or if it is determined by the MPRD staff that the continued participation of the individual is not in the best interest or safety of the participant, participating guests, MPRD Staff or rental facility.

Should the park district need to cancel prior to your event, the security deposit and any rental fees paid will be refunded to you.

**DISCLAIMER:**

MPRD reserves the right to CANCEL any rental event. The decision of the Park District Director is final.

MPRD does not assume any liability for property lost or stolen on the MPRD premises, or for personal injuries sustained on the premises during rental use of the premises. Renter hereby agrees to assume the full risk of any injuries, damages, or loss, regardless of severity, that Renter may sustain as a result of this rental. Renter further agrees to waive and release the MPRD, officers, agents, employee and volunteers from any and all liabilities, losses, claims, suits, damages and/or judgment (including reasonable attorney's fees) that Renter might sustain as a result of any and all activities connected with or associated with this rental.

I understand that I am responsible for clean-up of the facility before the end of my rental time and that the cost of clean-up not accomplished or damages to the facility wwill be deducted from my security deposit. I further understand that MPRD reserves the right for full restitution of any and all damages incurred by the Renter or Renter's guests and to bill any additional expenditure for said damages that m may incur above and beyond the amount of the Renter's security deposit.

I understand that any violation or discrepancy on my behalf from this Rental Agreement may be grounds for the MPRD to retain any or all of my security deposit.

I have read and understand the preceding disclaimer. I do hereby agree to the terms of the disclaimer and the conditions of the Rental Agreement.

Applicant:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name