

OFFICE USE ONLY
Permit Number: _____
Binder Number: _____
Routed To: _____

Regent Center Rental Application

1200 Regent Drive, Mundelein, Illinois 60060

Today's Date: _____

Available Rental Hours F: 5:00 pm – 11:00 pm · Sa: 10:00 am – 11:00 pm · Su: 10:00 am – 9:00 pm

All Rental Applications must be submitted at least 14 days prior to requested date. All applicants must read and sign Rental Agreement attached to Rental Application. **Both security deposit and liquor liability insurance must be paid at time of application.**

Applicant's Name: _____ DOB: _____ Organization*: _____
*(Person responsible) (Date of Birth) (*Must provide a certificate of liability insurance.)*

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Alt. Phone: _____ Email: _____

Second Contact Name: _____ Phone: _____ Email: _____

Day(s) and Date(s) requested: _____ Hours*: _____ to _____
**Total hours must include set-up and clean-up time.*

Type of Event _____ Will there be a fee to attend this event? Yes No

Number of Guests (Max: 110) _____ Dance floor needed? Yes No

ALL FEES, COI AND FINAL REGISTRATION DETAILS ARE DUE 2 WEEKS PRIOR TO EVENT DATE

Will you be serving alcohol? Yes No

Will you be providing your own liability insurance?
Yes No

COI (Certificate of Insurance) is required if you are an organization renting our facility or if you will be having any outside vendors.

Name of Organization _____ COI

Is this organization in Mundelein? Yes No

Will you be using outside entertainment? Yes No

Outside Vendors – Certificate of Liability Insurance (COI) required. *Outside entertainment must end 30 minutes prior to end of rental.*

Music – Type? _____ COI

Entertainment – Type? _____ COI

Food – Vendor Name _____ COI

Fees Due Now:

Security Deposit \$200 (\$400 if alcohol served) \$ _____

Liquor Liability Insurance (\$200) \$ _____

TOTAL DUE NOW \$ _____

Fees Due 2 weeks Prior:

Hourly Rate: \$100 Resident, \$125 non-resident \$ _____

Steam Table: \$15 \$ _____

Coffee Pot: \$5 \$ _____

TOTAL DUE 2 WKS PRIOR TO EVENT \$ _____

Due Date _____

Total Event Fees \$ _____

PIF

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 canceled by the Park District and my security deposit will be forfeited.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

APPROVAL	Approved Denied By Superintendent: _____ Date: _____ Instructions: _____
PAYMENT	Permit Number: _____ Deposit Paid: \$ _____ Date: _____ Cash: _____ Check#: _____ By: _____ Credit Card: Visa MC Disc Amex Auth # _____ Last 4 _____ Liquor Liability Paid: \$ _____ Date: _____ Cash: _____ Check: _____ _____ Balance Due: \$ _____ Due on or before: _____ Credit Card: Visa MC Disc Amex Auth # _____ Last 4 _____ Balance Paid: \$ _____ Date: _____ Cash: _____ Check#: _____ By: _____
STAFF REPORT	Condition of Facility Prior to Event: _____ _____ Time of Renter Arrival: _____ Time of Renter Departure: _____ Condition of Facility After Event: _____ List Any Damages or Problems: _____ _____ _____ Employee Assigned: _____ Staff Time of Arrival: _____ Staff/Time of Departure: _____ Signature of Employee: _____ Date: _____
MANAGER'S REVIEW	Amount of Deposit to be Refunded: _____ Manager: _____ Date: _____ Comments: _____ _____ _____
REF PROCESS	Date Processed: _____ Processed by: _____ Amount: _____ Credit or Check Last 4: _____

Regent Center Rental Agreement TERMS AND CONDITIONS

All applicants must read, sign and return this form with their completed Rental Application at least 14 days prior to requested date.

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.

GENERAL RULES:

1. Minimum rental time: two (2) hours.
2. The security deposit (\$200.00 if not serving alcohol, \$400.00 if serving alcohol) is due at the time of Rental application.
3. The rental fee is due in full 14 days before scheduled event.
4. If you are an organization or are using a vendor to service your rental (caterer, DJ, entertainment etc.), your organization or vendor will be required to provide MPRD with a \$1,000,000.00 Certificate of Liability Insurance, naming the Mundelein Park District as additionally insured on the policy.
5. 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.)
6. 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. MPRD holds the renter solely responsible for the condition of the rented facility at the conclusion of the rental.
7. Unless otherwise notified by the Renter, MPRD shall set-up tables and chairs for the number of guests indicated on the Rental Application.
8. Smoking is prohibited in this facility.
9. Gambling of any form is prohibited.
10. Renter shall not permit any area to be used for any disorderly or unlawful behavior during the period of this rental.
11. 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.
12. 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.
13. A fee will be deducted from the deposit for any excessive cleaning caused by the renter.
14. 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.
15. 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.
16. No changes will be allowed 1 week prior to your rental date.
17. Should the renter arrive late or extend beyond the approved Rental Application time, the time will be charged to the renter as follows: The dollar amount equal to the rental time, minimum of 30 minutes.
18. Refunds will not be given for any unused time.
19. A \$25.00 service charge will be assessed on all checks returned due to insufficient funds
20. Regent Center Holiday Hours: MPRD Holiday Rental Requests will be reviewed on a case by case basis. Staffing and other considerations will be taken into account before rentals will be approved. Approved Holiday requests may be charged an increased hourly fee, as determined by the Superintendent of Recreation.

RENTER CANCELLATION POLICY:

1. If applicant/renter cancels their rental more than 30 days prior to the rental, a \$25.00 service fee will be withheld from the rental security deposit.
2. If applicant/renter cancels their rental less than 31 days prior to the rental a \$100.00 service fee will be withheld from the rental security deposit.

Regent Center Rental Agreement TERMS AND CONDITIONS, CONTINUED

All applicants must read, sign and return this form with their completed Rental Application at least 14 days prior to requested date.

3. Liquor Liability Insurance purchased through MPRD is non-refundable.
4. The remainder of the rental 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 MPRD's insurance carrier for the cost of \$200.00.

The Renter may obtain their own insurance. This 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 canceled 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). Any person serving 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. Kitchen utensils are not provided (serving spoons, forks etc.) Kitchen utensils belonging to the MPRD cannot be used. Only the kitchen equipment requested on the Rental Application maybe used.
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 Painter's tape (blue/green) is allowed on walls, ceilings, etc. when decorating.
5. Wipe up any food or beverage spills on tables, chairs and walls.
6. Clean up kitchen including all food, containers, spills, etc. Wipe down counter tops and appliances used during your event.
7. Dispose of all food and decorations, etc. from event in trash receptacles using provided trash liners.
8. Return any moved furniture or equipment to their original position. Facility should be restored to same condition as it was when the rental began.

Regent Center Rental Agreement

TERMS AND CONDITIONS, CONTINUED

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TERMINATION OF RENTAL:

The MPRD reserves the right to terminate 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 MPRD Rental Staff Report will be reviewed 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.

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 will 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 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: _____