

Facility Event Space Rental Agreement

This contract for the rental of a venue is made this day, _____, by and between **Lake Villa VFW Post 4308**, hereafter referred to as the Owner, and _____, hereafter referred to as the Renter.

Whereas the Renter desires to temporarily rent, occupy, and make use of the Owner's venue, located at Lake Villa VFW Post 4308 and known as Heroes Hall.

Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated.

Now, therefore, the parties agree to the following terms and conditions:

1. The Renter shall pay to the Owner the total Damages/Security Deposit sum of \$200 for the Hall at signing of this contract (as designated in Section 3). The Damages/Security deposit which will be returned to the Renter upon settlement, less any charges for actual damages done to the venue by Renter or his/her associates.

2. Owner may require Renter to obtain proof of insurance in the form of a certificate of insurance naming Lake Villa VFW Post 4308 as additional insured 14 days before event. The amount shall be \$1,000,000 and shall not be cancelled or materially altered after certificate delivered to Owner.

3.

Event Space Price Checklist (Renter to initial all that apply)		
Deposit		
☐	Damages/Security Deposit of \$200 is required for all HALL rentals, if checked, at the execution of this contract. (Refundable no less than 5 business days after event, see contract section 1 and 12)	\$
Hall Rental		
☐	Hall Full (Normal fee, \$500 the fee is due 14 days prior to event) 200 max capacity for the first 6 hours, \$75 per hour there after.	\$
☐	Not for Profit Organizations (Normal fee, \$250, the fee is due 14 days prior to event) 200 max capacity	\$
☐	Funeral Luncheon (Normal fee, \$150, the fee is due 14 days prior to event) 200 max capacity)	\$
☐	Hall Cleaning Fee \$100 (Required by all, CANNOT be Waived)	
Add-ons		
☐	Bartender \$100/ea (hall only)	\$
☐	Early access for set up prior to Canteen, Patriot's Pub, opening \$50/hr.	\$
☐		\$
☐		\$
☐		\$
☐		\$
	Deposit Paid at Signing	\$
	Total Remaining Rental Balance	\$

4. The Renter shall have access to and use of the venue as designated, from _____ o'clock on, _____, to _____ o'clock on _____, for the purpose of hosting the Renter's _____ event. Owner shall provide to Renter all access and other items necessary to give Renter such access no later than 1 hour before the event.

5. The "Total Remaining Rental Balance" for the use of the venue and add-ons as described in section 3 shall be \$ _____. The "Total Remaining Rental Balance". shall be payable to the Owner 14 days prior to the start of the rental period described in section (4) above.

6. Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it, leaving the venue in the condition received, unless agreed differently in this contract.

7. Upon Renter's completion of his/her obligations under (5) and (6) above, the Owner shall return to Renter the refundable security deposit less any amounts deemed necessary to repair damages inflicted upon the venue by Renter and/or Renter's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent.

8. In the event the Renter fails to pay the balance due within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of 10% per year until it is paid. Renter shall also be liable to owner for any legal fees, court costs, and other expenses associated with collection.

9. Renter will be liable for any physical damages, legal actions, loss of reputation or business opportunities that Owner may incur as a consequence of any breach of this agreement, the actions of Renter or any of Renter's guests while Renter is occupying the venue, and shall indemnify and hold Owner harmless against any and all claims, demands, causes of action, liabilities, costs and expenses (including reasonable attorneys' fees and court costs) of any and every kind or character which may arise from Renter's use of the venue.

10. Renter agrees that no outside alcohol is allowed on the property, including the parking lot. All alcohol must be purchased from the Owner and must remain inside the venue. Staff reserves the right to check any and all packages brought in the venue.

11. If Renter cancels more than 59 days from the event, all monies are refunded. If the Renter cancels 15-59 days from the event, all monies less half the Damages/Security Deposit will be refunded. If the Renter cancels 14 days or less, the total amount entire Damages/Security Deposit and any Add-on fees from section 3 is refunded.

12. Owner reserves the right to cancel the rental agreement prior to the event if certain conditions exist. Possible reasons for cancellation include but are not limited to: a declared state of emergency, if Owner believes, in its sole and absolute discretion, that unsafe or dangerous health conditions exist, or if there is an interruption of utility service. In such an event, the Renter agrees that the Owner shall have no responsibility for anything the renter may suffer or incur due to such a cancellation. The Owner will attempt to notify the renter as soon as possible if such a cancellation occurs. All fees paid to the Owner by the Renter shall be refunded to the Renter if the reservation is cancelled by the Owner prior to the event.

13. If Renter at any time, fails to comply with this contract and/or any local, state or federal ordinances or laws, could result in loss of part or all of deposit, immediate closure of the facility, bill for additional damages and/or barring from the facility.

14. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter's Signature, date	Owner's Representative Signature, date
Printed Name	Printed Name
Address	Address 130 East Grand Ave.
City, State, Zip Cod	City, State, Zip Code Lake Villa, IL 60046