



Small Event Package

SHOWERS, BIRTHDAYS, RECITALS, MEMORIALS, ANNIVERSARY

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 Staff Member on site
- Use of David Adler Music & Arts Center's equipment
 - 100 matte white stacking chairs
 - Six 6' banquet tables
 - Six 48" round tables
 - Nine 32" high boy tables
- 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 or can pay a \$25 fee for set-up by the Adler Center Staff
 - Renter and/or renter's vendors are responsible for all other event set-up
- Clean-up
 - If furniture clean-up is not included in the catering contract, renter is responsible for clean-up or can pay a \$25 fee for clean-up by the Adler Center Staff
 - Other than furniture removal, clean-up is the sole responsibility of rental party
 - 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



A Home for the Arts

VENDORS

- The David Adler Music and 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 do not have to use our preferred vendors
- 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
- The David Adler Music & Arts Center must be listed as additional insured. This insurance can be provided through your personal home or renter's insurance
- If the renter intends to serve alcoholic beverages of any type, the insurance must include "Host Liquor Liability"
- A copy of the policy must be sent to the David Adler Music & Arts Center no less than 30 days prior to the event

ALCOHOL

- If alcohol is served other than beer or wine renter is responsible for:
 - Hiring Catered Productions or Pear Tree Catering
 - Catered Productions and Pear Tree Catering are the only catering companies licensed in Libertyville to serve alcohol. They are not required to cater the entire event.

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. Renter will be notified within 7 days of the event if any damages or losses were observed.

