



RENTERS INFORMATION

Renter: _____

Address: _____

Phone: _____ E-mail: _____

EVENT INFORMATION

Type of Event: _____ Date: _____

Time In: _____ Start Time: _____ Time Out: _____ Total Hrs.: _____

EQUIPMENT REQUESTED (indicate quantity)*:

Chairs: _____ 6' banquet tables: _____ 5' Round tables: _____ 32" Highboy: _____

Baby grand piano (\$50 fee) _____

** All equipment is subject to availability.*

FEES

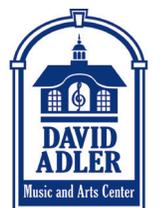
Rental Fee: _____ Additional Fees: _____

Deposit Due: _____ Balance due: _____ Balance due date: _____

- 50% of rental fee required to hold date
- Balance due 60 days prior to the event
- Payment 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.

CANCELLATION POLICY

- Deposit is fully refundable if event is canceled 90 days before the event
- 61 - 89 days before - 50%
- **Less than 60 days before - No Refund**



A Home for the Arts

EVENT STAFF

- Rentals include an Adler Staff Member on site

RENTER RESPONSIBILITY

- Post-event, the renter is required to inspect the facility with the Adler Staff Member to ensure clean-up has been adequate and all personal belongings have been claimed (The Adler Center is not held responsible for any personal items that are lost, stolen or damaged).

PARKING & ACCESSIBILITY

- The David Adler Music & Arts Center has limited parking
- You may request to use the nearby parking lot at Adler School for additional parking. A request must be submitted to the David Adler Music & Arts Center at least 60 days in advance
- For larger parties it is highly recommended that the renter use a valet service or shuttle guests between the David Adler Music & Arts Center and a designated satellite parking lot
- The David Adler Music & Arts Center is not handicap accessible

DECORATIONS

- No materials that can damage any surfaces including floors, walls, windows, mirrors and doors may be used
- Flower arrangements placed indoors need a protective base
- Glitter, rice, confetti or birdseed may not be thrown or used in decorating anywhere inside or around the David Adler Music & Arts Center. Flower petals may be thrown around the grounds and gardens, but not inside the house
- Candles must be LED or battery-operated inside the house
- Candles are allowed outside as long as the flame is completely enclosed in glass and placed on a sturdy surfaces
- A Unity Candle may be used during a ceremony

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.
- There is no on-site commercial kitchen for use by outside caterers.
- All vendors must leave the premises in the same condition in which they were before the event

DELIVERIES

- Deliveries and pick-ups are to be made the same day of the event unless an Adler Center Staff Member approves other arrangements
- The David Adler Music & Arts Center staff is not responsible for the arrival, safety or condition of items delivered prior to set up time, or left on the premises following clean up

SMOKING

- The Adler Center must maintain a smoke-free environment. No smoking is permitted within 25 feet of the entrance to the David Adler Center. If you require a designated smoking area for your party, please give us prior notice

PHOTOGRAPHS

- The David Adler Music & Arts Center shall have the right to take photographs at the event for the purpose of advertising the David Adler Music & Arts Center. All rights to, and the use of these images shall belong to the David Adler Music & Arts Center
- If renter has guest that are not willing to be photographed it is the renters responsibility to notify the Adler Center Staff

RELEASE OF LIABILITY AND CONDUCT

- Renter assumes all liability for loss at the David Adler Music & Arts Center and grounds, including pathways and driveways, including, theft, disappearance, damage or injury to goods, wares, merchandise and property of any kind
- Renter assumes liability for injury and death of any person in any way connected with renter's use of the David Adler Music & Arts Center from any cause whatsoever
- Renter agrees to indemnify and hold the David Adler Music & Arts Center and the Village of Libertyville harmless from any and all loss, liability, actions, suits, proceedings or claims, including attorney's fees and/or other expenses resulting from or arising out of renter's use of the David Adler Music & Arts Center
- The Adler Center does not permit the rental of its facilities for the purpose of any illegal activities, including, but not limited to gambling, underage drinking, etc.

INSURANCE

- The renter agrees to purchase event liability insurance for bodily injury and property damage in 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 Adler 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

I have read and understand the Adler Centers Terms and Policies. The Adler Center and the Village of Libertyville disclaim all responsibility for the actions of the children and adults while they are within the building or on surrounding grounds of the David Adler Music & Arts Center.

The Renter has read and agrees to comply with all terms and policies stated on terms and policies forms.

Renters Signature

Date