



Ceremony Package

Ceremony Rate

- \$500 flat rate for 3 hours
 - \$50 per additional half hour
 - 1 hour scheduled rehearsal
- Indoor Capacity
 - Ballroom - up to 30 guests
 - Sun Porch - up to 15 guests
- Outdoor Capacity
 - Back Patio - up to 100 guests
 - Outdoor ceremonies may be tented. Tents must be rented through our vendor partners

Event Package Includes

- Adler Arts Center administrative staff member on site
- Use of Adler Arts Center's chairs
 - 100 matte white stacking chairs
- First floor space
 - Guest space: ballroom, sun porch, dining room, outdoor patio
 - Brides Room: upstairs studios and bathrooms
 - Grooms Room: south end studios and bathrooms
 - Vendor space: kitchen, butler's pantry
 - Optional use of baby grand piano for a \$50 fee

Set-up and Clean-up

- Set-up
 - Renter and/or renter's vendors are responsible for all event set-up (Chair set-up and take down is available for a \$100 fee)
- Clean-up
 - Renter and/or renter's vendors are responsible for all event clean-up (Chair set-up and take down is available for a \$100 fee)
 - 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

Insurance

- The renter agrees to purchase event liability insurance for bodily injury and property damage for a minimum of \$1,000,000
- If the renter intends to serve alcoholic beverages of any type, the insurance must include Liquor Liability/Dram Shop Insurance for a minimum of \$1,000,000
- The Adler Arts Center must be listed as additional insured. This insurance can be provided through your personal home or renter's insurance
- A copy of the policy must be sent to the Adler Arts Center no less than 30 days prior to the event

Alcohol

- The use of alcohol on the premises is subjected to the Libertyville Village Ordinance, as amended, and the applicable Illinois statutes
- Alcoholic beverages of any type may be consumed responsibly on premises. No one under 21 years of age may consume alcohol
- No cash bars are allowed unless a license is obtained from the Village of Libertyville

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/property. Renter will be notified within 7 days of the event if any damages or losses were observed
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COVID-19 Guidelines

- The Adler Arts Center is asking all its guests, students, members and visitors to wear a mask while indoors. Any outdoor events, classes or activities may be held without masks where social distancing is possible. However, if an individual is not vaccinated we recommend they mask outdoors if possible. We thank you for your consideration of our members, students and guests who are unable to receive the vaccine.