

Reception Package

Rental Rate

- \$2,500 flat rate for 5 hour reception
 - Additional half hour increments available at \$50 each
 - Includes daytime setup and staging time beginning at 9:00am
 - Reception must end no later than 11:00pm
- Sit-down plated, banquet style rental capacity
 - Sit down meal service:
 - » Ballroom - up to 24 guests
 - » Sun Porch - up to 15 guests
 - Cocktail Reception Capacity
 - » Up to 30 guests
 - Tented on grounds – maximum 100 guests
 - » Events over 30 guest may be situated on back patio or alle in a tent (100 person capacity). Tents must be rented through our vendor partners

Event Package Includes

- Adler Arts Center staff member on site
- First floor space
 - Guest space: reception room, ballroom, sun porch, dining room, outdoor patio and outdoor courtyard
 - Bride's Room: upstairs studios and bathrooms
 - Groom's Room: south end studios and bathrooms
 - Vendor space: kitchen, butler's pantry
 - Optional use of baby grand piano for a \$50 fee

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 premise 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

Set-up and Clean-up

- Set-up
 - Renter and/or renter's vendors are responsible for all event set-up, if furniture set-up is not included in the catering contract renter is responsible
- Clean-up
 - Clean-up is the sole responsibility of rental party, if furniture clean-up is not included in the catering contract renter is responsible
 - 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

Vendors

- Adler Arts Center is a do-it-yourself venue, offering you the flexibility to create the wedding or other event of your dreams. A professional licensed caterer must provide all food service, and a licensed and insured bartender must be hired to operate your bar.
- Adler 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 must use our preferred vendors for catering services and tent rental
- 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.

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.
- **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.