



**Facility Rental Services and Fees Agreement for The Centre of Elgin**

**100 Symphony Way, Elgin, Illinois 60120**

**Phone: (847) 531-7047 Fax: (847) 429-7650**

**This page to be filled out by renter – Please Print**

**Applicant's Name** \_\_\_\_\_ **Organization/Company (if applicable)** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Home Phone** ( ) \_\_\_\_\_ **Work Phone** ( ) \_\_\_\_\_ **Fax** ( ) \_\_\_\_\_

**Email Address** \_\_\_\_\_ **Purpose of Rental** \_\_\_\_\_

**Guest of Honor:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

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Please check one of the following:

- I am personally hosting and responsible for this rental and will be present during the entire rental period.
- I am making this reservation for an organization or company function and will be present during the entire rental period. If a company or organization is the renting party, please attach a letter on letterhead signed by authorized official.

**Rental Date Requested:** \_\_\_\_\_ **Day of the Week:** \_\_\_\_\_

**Total Number Attending:** \_\_\_\_\_

How did you hear about us?

- The Centre Website
- The Centre Marquee
- Other \_\_\_\_\_
- Returning Customer
- Chicago Style Weddings
- Attended an event/Centre Member
- The Knot
- Friend or Family

\*See attached page for maximum rooms and occupancies

| <b>Room Rented</b>                                   | <b>Time of Rental</b> | <b># of Hours</b>              | <b>Hourly Fee</b>                  | <b>Total Due</b> |
|--|-----------------------|--------------------------------|------------------------------------|------------------|
| _____  | _____                 | _____                          | \$ _____                           | \$ _____         |
| _____  | _____                 | _____                          | \$ _____                           | \$ _____         |
| _____  | _____                 | _____                          | \$ _____                           | \$ _____         |
| _____  | _____                 | _____                          | \$ _____                           | \$ _____         |
| <b>Equipment Rental:</b>                             |                       |                                |                                    |                  |
| _____TV/VCR  | _____Microphone       | _____ Flip chart/easel/markers | \$35 Rental Fee Per Item           | \$ _____         |
| _____ LCD Package (Projector/Screen)                 |                       |                                | \$75 Rental Fee                    | \$ _____         |
| _____ Risers   |                       |                                | \$50 Rental Fee                    | \$ _____         |
| _____ Outside Catering Fee (Groups under 100 guests) |                       |                                | \$50 per 50 guests                 | \$ _____         |
|  |                       |                                | <b>Security/Damage Deposit Due</b> | \$ _____         |
|  |                       |                                | <b>Total Due</b>                   | \$ _____         |

**Waiver:** In consideration of the City of Elgin permitting me to rent space and to engage in activities relating to the rental of that space for a private function within The Centre of Elgin, I, the undersigned, do knowingly, freely and voluntarily release, remise and discharge the City of Elgin, its officers, agents, representatives and independent contractors from any and all liability claims, causes of action and damages from any personal injury, personal loss or damages, or loss or damages to property to the undersigned caused by, or arising out of, the rental of such space within The Centre. I have been made aware in advance that there may be certain risks associated with the rental of space within The Centre of Elgin and I voluntarily assume those risks in consideration for the ability to rent space and to engage in activities relating to the rental of that space for a private function within The Centre of Elgin.

I have read fully and understand this “Facility Rental, Services and Fees Agreement for The Centre of Elgin” and the accompanying “Terms and Conditions of Facility Rental, Services and Fees Agreement for The Centre of Elgin” governing the rental of the various rooms and areas available for rental at The Centre of Elgin. I further acknowledge that hospitalization, health or accident insurance is not being provided by the City of Elgin as part of this Facility Rental, Services and Fees Agreement and that I have read and fully understand nature of this release.

\_\_\_\_\_  
Signature of Applicant as individual and authorized agent for organization/company listed above, if any.      Date

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***For Office Use Only***

Method of Payment :     Cash     Check     Visa     Mastercard     Discover    Amount \$ \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_      Authorization Code: \_\_\_\_\_

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For additional questions on rentals in the following areas please contact:

Heritage Ballroom Banquet Facility, Room Rentals, Centre Food Service, Group Events –  
Centre Banquet Office - 847-531-7047 or [banquets@cityofelgin.org](mailto:banquets@cityofelgin.org)  
The Heritage Ballroom is available to rent up to two (2) years in advance.

Adventure Island, Wing Park, Lords Park Family Aquatic Centers – Greg Bruggeman - 847-531-7007

Rock Climbing Wall– Dawn Walden - 847-531-7006

Fieldhouse/Multi-Use Gym/Racquetball Courts – Brett Lind - 847-531-7017

# THE CENTRE OF ELGIN

A FACILITY OF THE CITY OF ELGIN

## ROOM RATES

### Heritage Banquet Rooms North and/or South

(includes room, tables & chairs only)

(Rates are for each room. Banquet style seating maximums: 120 people per side or 300 people for the whole room)

|                             | <u>Resident</u> | <u>Non-Resident</u> | <u>Not-for-Profits,<br/>501-C3 Organizations</u> |
|-----------------------------|-----------------|---------------------|--|
| <b>Monday – Thursday:</b>   |                 |                     |  |
| Two Hour Minimum            |                 |                     |  |
| Hourly Rate ½ room          | \$ 70/hr        | \$ 90/hr            | \$ 65/hr   |
| Hourly Rate Whole Room      | \$125/hr        | \$ 180/hr           | \$ 110/hr  |
| <b>Friday &amp; Sunday:</b> |                 |                     |  |
| Two Hour Minimum            |                 |                     |  |
| Hourly Rate ½ room          | \$105/hr        | \$ 130/hr           | \$ 90/hr   |
| Hourly Rate Whole Room      | \$190/hr        | \$ 240/hr           | \$150/hr   |
|                             | \$150/hr**      | \$175/hr**          | \$115/hr**                                       |
| <b>Saturday:</b>            |                 |                     |  |
| Hourly Rate Whole Room      | \$495/hr        | \$ 560/hr           | \$320/hr   |
| Hourly Rate Whole Room      | \$165/hr**      | \$ 185/hr**         | \$125/hr**                                       |

### **\*\*Weekend Heritage Ballroom Promotional Rate:**

1. Renter must book the entire (North & South) ballroom AND a BAR PACKAGE to qualify for the promotional rate on WEEKENDS (Fri-Sun) only.

Event rates above are valid through midnight. Fees DOUBLE for the last hour if booking until 1:00 a.m. Resident fees and rates require an individual, couple or family to have their bona fide and principal residence within the corporate city limits of the City of Elgin.

### Gymnasium

|                            |                 |                 |                 |
|----------------------------|-----------------|-----------------|-----------------|
| One Court                  | \$ 70 per hour  | \$ 80 per hour  | \$ 60 per hour  |
| Full Fieldhouse            | \$210 per hour  | \$ 240 per hour | \$180 per hour  |
| Full Day Rental (3 courts) | \$1,200 per day | \$1,200 per day | \$1,200 per day |
| Small Gym                  | \$ 50 per hour  | \$ 60 per hour  | \$ 40 per hour  |
| Racquetball Courts         | \$ 50 per hour  | \$ 60 per hour  | \$ 40 per hour  |

### Conference/Studios/Meeting Rooms

|              |                |                |                |
|--------------|----------------|----------------|----------------|
| Hourly Rates | \$ 40 per hour | \$ 50 per hour | \$ 35 per hour |
|--------------|----------------|----------------|----------------|

### Walton Island

|                 |                |                |     |
|-----------------|----------------|----------------|-----|
| Six Hour Rental | \$ 150 per day | \$ 160 per day | N/A |
|-----------------|----------------|----------------|-----|

Walton Island may be rented beginning at 9:00 a.m.. Fees are for a six (6) hour rental period. No security deposit is required for Walton Island. Walton Island must be paid in full upon booking.

**Renter’s Room Usage Responsibilities:**

- 1) Decorations may not be taped or tacked onto any wall, light fixture or ceiling in the banquet facility. Decorations may be hung from glass surfaces only. \_\_\_\_\_
- 2) Confetti, glitter or rice may not be used anywhere inside or outside of the banquet facility. \_\_\_\_\_
- 3) The renter must keep all food and drink in the room(s) rented. \_\_\_\_\_
- 4) The renter may not bring alcoholic beverages of any kind into The Centre of Elgin. All food/beverage service must be served by the Preferred/Featured banquet caterers. Parties under 100 guests may pay the additional “Outside Food Service Fee” of \$50/per 50 guests to bring in their own food/non-alcoholic beverages. Renter may provide an occasion cake from a licensed commercial kitchen with liability insurance ONLY. Breach of contract by the renter and/or guests will result in loss of deposit. \_\_\_\_\_
- 6) The renter must coordinate with the Centre of Elgin staff the number of tables and chairs needed for the rental and the room set-up design. **Set up changes/revisions must be finalized 7 days prior the rental date.** \_\_\_\_\_

**The Centre of Elgin Responsibilities:**

- 1) All rentals include a Centre of Elgin Banquet Coordinator that will help insure that all aspects of the rental agreement are carried out. They are empowered to restrict the renter’s misuse of the facility and to protect City of Elgin property from the renter and their guests due to conduct before, during and after the rental time.
- 2) The Centre of Elgin shall have the facility available on the date and time specified on this agreement.
- 3) The Centre of Elgin shall set-up the room in the layout selected by the renter and take down the room. **All room set ups must be finalized 7 days prior to the event date with Centre of Elgin Banquet Staff.** (The Renter is responsible for clean up as specified the Terms and Conditions #6 below) \_\_\_\_\_
- 4) The Centre of Elgin shall provide the renter with a copy of directions to the facility which they can reproduce and include with their invitations.
- 5) The Centre of Elgin has available for the full Heritage Banquet room set up the following furniture:
  - 30 - 72 inch circular tables (maximum seating 10 people per table)
  - 30 (6-8ft) foot tables to be used for any combination of a gift table, registration table, buffet table, auction tables or head table.
  - 1 - 4 foot table which can be used for a cake table or power point presentations.
  - 6 café tables/high boy tables

Note: Dependent on the number of people attending and desired room set-up, the use of all the above furniture may not be possible.

**Cancellation and Refund Policy:**

The City of Elgin business hours are hereby defined as Monday through Friday, 8:00 a.m. to 5:00 p.m. Banquet Office hours are limited and vary due to scheduled events. Please call the office at 847-531-7047 for an appointment or hours each week.

Refunds will be given for cancellations if the following notice is given to the City of Elgin:

A full refund of security deposit (minus a \$25.00 service fee) will be given if the renter changes his/her mind within the first four days of signing this agreement. A cancellation form will be required by the renter to be completed.

- |  |  |
|--|--|
| • Within 4 business days of signing contract   | Full Refund of Security Deposit (minus \$10 service fee) |
| • 5 business days until the date of the rental | No Refund of Security Deposit                            |
| • 20 to 29 business days prior to rental       | 50% of Rental Fee refunded - no Security Deposit         |
| • 10 to 19 business days prior to rental       | 25% of Rental Fee refunded - no Security Deposit         |
| • 0 to 9 business days prior to rental         | No Refund  |

**Initial** \_\_\_\_\_

**Damage Deposit & Payments:**

Damage Deposit: Is due at the time of the signing of this agreement. The damage deposit is 50% of the total rental cost not to exceed more than \$ 500.00 dollars. This deposit is considered your "Damage Deposit" and is not a part of your rental fee. It will be refunded after the conclusion of your rental within 30 business days.

Damage Deposit Charges:

- \$500 max/Entire Deposit – Outside Alcoholic Beverages
- \$500 max/Entire Deposit – Damage to Sprinkler System
- \$250 Excessive Carpet Staining/Cleaning Required
- \$250 Set Up Changes after 7 day deadline
- \$250 Wall/Table/Chair/Washroom Damages

Rental groups shall be financially accountable for any unforeseen expenses incurred by the City of Elgin resulting from misuse or negligence on the part of the rental group and/or guests.

Initial \_\_\_\_\_

Rental Fee: Must be paid in full at least 30 days prior to your function date.

Bar Fee: Must be paid 14 days prior to the event. You may add to, but not take away the number of guests after this deadline date.

**Agreement:**

In consideration of the City of Elgin permitting me to rent space and to engage in activities relating to the rental of that space for a private function within The Centre of Elgin, I, the undersigned, do knowingly, freely and voluntarily release, remise and discharge the City of Elgin, its officers, agents, representatives and independent contractors from any and all liability claims, causes of action and damages from any personal injury, personal loss or damages, or loss or damages to property to the undersigned caused by, or arising out of, the rental of such space within The Centre. I have been made aware in advance that there may be certain risks associated with the rental of space within The Centre of Elgin and I voluntarily assume those risks in consideration for the ability to rent space and to engage in activities relating to the rental of that space for a private function within The Centre of Elgin.

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## Terms and Conditions of Facility Rental, Services and Fees Agreement for The Centre of Elgin

1. Applications for rental of the facility can be filled out or picked up at The Centre of Elgin during regular business hours.
2. Applications must be made on a rental agreement form provided by the City of Elgin and signed by the adult (at least 21 years of age) assuming responsibility for the group. This person must be present at all times during the rental period.
3. A guaranteed rental reservation will not be made without full payment of security/damage deposit. Full Payment for the event is due 30 days prior to event date.
4. **One representative** from the rental group/organization is solely responsible for making all rental arrangements with The Centre staff. [REDACTED]
5. Each rental group is responsible for the general clean-up of the facility being rented. General clean-up refers to: (1) removing all loose trash from the tables, kitchen and all rented areas and placing in refuse containers provided in room; (2) removing all decorations and supplies from all rented areas; (3) Clean-up charges will be assessed for the City of Elgin staff completing clean-up left unfinished by renter and/or Caterer.
6. The City of Elgin will provide tables and chairs for each rental group based on rental capacity and/or rental group size.
7. The renter shall comply with the "Maximum Occupancy Limits for Designated Rooms in The Centre of Elgin," attached to and incorporated into these "Terms and Conditions of Facility Rental, Services and Fees Agreement for The Centre of Elgin," on page 8 of this document. Any group exceeding the maximum occupancy limitation for the room being rented shall be required to remove all persons from the room being rented and the renter's security deposit or damage deposit shall be retained by The Centre of Elgin.
8. All children in attendance must remain in the rented rooms with proper supervision. Children are not allowed to remain unsupervised in any area of the building. Sufficient adult (21 years or older) supervision or chaperones must be provided by the renter. City of Elgin staff will not act as chaperones. If the rental is a youth function, the renter must have 1 adult (in attendance throughout entire event) for every 10 children under the age of 18.
9. The arrangement of music or entertainment is strictly the responsibility of the rental group and is only allowed in the banquet rooms when renting the entire space (Heritage North & South). Bands and/or DJ must stop playing music 30 minutes before the event end time. [REDACTED]
10. Guests of The Centre of Elgin must keep alcohol within the Heritage Banquet rooms at all times. Under Section 6.06150J of the Elgin Municipal Code, it is unlawful for any person renting, leasing or otherwise utilizing any space with The Centre for a private function in which alcohol is being served, including, but not limited to, banquets, dinners for weddings or other special occasions, periodic meetings of service organizations, to permit any person to attend said private function except by appointment or special invitation, or to levy an admission charge to guests as such private functions. The prohibitions of this subsection shall not apply to bona fide political fundraising events or bona fide charitable fundraising events sponsored by a not-for-profit corporation registered and in good standing with the state.
11. The use of nails, tacks, hooks, adhesives, staples, glitter and confetti is strictly prohibited. Candles are allowed only if the flames are enclosed or on cakes only. Throwing rice, birdseed, confetti or the like is also prohibited in The Centre of Elgin. However, the use of bubbles is allowed.
12. Collecting and/or selling admissions or tickets at the door during event hour's needs approval by the Centre Manager. Under Section 6.06150J of the Elgin Municipal Code, it is unlawful for any person renting, leasing or otherwise utilizing any space with The Centre for a private function in which alcohol is being served, including, but not limited to, banquets, dinners for weddings or other special occasions, periodic meetings of service organizations, to permit any person to attend said private function except by appointment or special invitation, or to levy an admission charge to guests as such private functions. The prohibitions of this subsection shall not apply to bona fide political fundraising events or bona fide charitable fundraising events sponsored by a not-for-profit corporation registered and in good standing with the state.
13. The Centre of Elgin is a smoke-free environment. Smoking is not permitted in the building at any time or within fifteen (15) feet of the facility.
14. The City of Elgin is not responsible for lost, stolen or damaged personal items or rental equipment.
15. Rental groups shall be financially accountable for any unforeseen expenses incurred by the City of Elgin resulting from misuse or negligence on the part of the rental group and/or guests. Including, but not limited to, damage to landscaping or sprinkler system by guests or contractors. No one will be allowed to drive on paved walkways. [REDACTED]
16. The renter and all their guests will comply with the rules, regulations and ordinances of the City of Elgin and the State of Illinois.

17. All renters and their guests are expected to act in an orderly fashion. The renter is financially responsible for any damages occurring to the building, grounds or equipment.
18. Dependent of the type of function using the facility, the City of Elgin reserves the right to hire security personnel and to add these costs onto the rental fee.
19. The City of Elgin provides no medical or health insurance for renters or groups using its facilities. Dependent on the type of the function, the renter may be required to provide a certificate of insurance signifying that they have sufficient insurance coverage.
20. Facility usage will be the time designated on this agreement. The building and/or facility will be opened and closed at the times indicated on this agreement. The City of Elgin clock shall be the official time. Due to maintenance and facility scheduling, all renters exceeding the rental time will be charged "double time" in 30 minute time blocks. [REDACTED]
21. If renter's failure to leave the facility on schedule, or other actions which cause delays or inconvenience to the next rental, the offending renter will automatically forfeit their security deposit(s) in full and may be responsible for damages caused to the other rental.
22. The renter agrees to comply with the intent of the Americans with Disabilities Act and not discriminate in any way against a person with a disability. If an accommodation due to a disability is required, the renter will be responsible for all arrangements, fees and costs required to meet compliance.
23. Nonconformance with these facility usage stipulations will result in cancellation of the usage, even if the rental time has not expired and forfeiture of all fees paid.
24. The renter gives The City of Elgin the right to pursue collection methods for bad checks, additional damages or time used and agrees to pay for such methods.
25. The City of Elgin shall not be liable for damages or its failure to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake, explosions, public disorder, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature.
26. Walton Island may be officially closed to the public for extended periods of time due to acts of God/nature.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

Signature of Facility Supervisor \_\_\_\_\_ Date \_\_\_\_\_

revised 12/2014

**Maximum Occupancy Limits for  
Designated Rooms in The Centre of Elgin**

| <b>Room</b>          | <b>Max. Occupancy</b> |
|----------------------|-----------------------|
| Art Studio           | 49                    |
| Craft Studio         | 50                    |
| West Conference Room | 40                    |
| East Conference Room | 39                    |
| Celebration Room     | 48                    |
| Heritage South       | 157                   |
| Heritage North       | 165                   |
| Multi-use Gym        | 200                   |
| Pioneer Room         | 37                    |
| Senior Activity Room | 24                    |
| Natorium (pools)     | 581                   |
| The Climbing Wall    | 19                    |
| Fieldhouse           | 1,365                 |