

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

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

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

**banquets@elginil.gov**

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

**Applicant's Name:** \_\_\_\_\_

**Organization/Company (if applicable)** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Purpose of Rental:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

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

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

**How did you hear about us?**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> The Centre Website | <input type="checkbox"/> Returning Customer     | <input type="checkbox"/> Attended an event/Centre Member |
| <input type="checkbox"/> Wedding Wire       | <input type="checkbox"/> Chicago Style Weddings | <input type="checkbox"/> The Knot                        |
| <input type="checkbox"/> Other _____        |   | <input type="checkbox"/> Friend or Family                |

\*See attached page for maximum rooms and occupancies

Room Rented	Time of Rental	# of Hours	Hourly Fee	Total Due
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
<b><u>Bar Packages/Host/Cash/Soda Bar</u></b>				
<b>Type of Bar Requested</b>	<b>Approx # of Guests</b>	<b>Fee Per Person</b>		
_____	_____	\$ _____		\$ _____
<b>Final Liquor/Soda Numbers &amp; Fee Due 10 day prior to event date</b>				
<b><u>Equipment Rental &amp; Additional Fees:</u></b>				
_____ Microphone	_____ Flip chart/easel/markers	\$45 Rental Fee Per Item		\$ _____
_____ LCD Package (Projector/Screen)		\$75 Rental Fee		\$ _____
_____ Risers		\$200 Rental Fee		\$ _____
_____ Conference Room/Studios Food Service Fee		\$75 Fee		\$ _____
_____ Heritage Ballroom Food Service Fee		\$2.00 per person		\$ _____
		<b>Security/Damage Deposit Due</b>		<b>\$ _____</b>
		<b>Total Due</b>		<b>\$ _____</b>

# 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) 2 hour minimum rental

(Rates are for each room. Banquet style seating maximums: 150 people per side or 300 people for the whole room)

	<b><u>Resident</u></b>	<b><u>Non-Resident</u></b>	<b><u>Not-for-Profits, 501-C3 Organizations</u></b>
<b>Monday – Thursday:</b>			
Two Hour Minimum			
Hourly Rate ½ room	\$ 125/hr	\$ 145/hr	\$ 115/hr
Hourly Rate Whole Room	\$ 185/hr	\$ 245/hr	\$ 165/hr

### **Friday & Sunday:**

#### **Four Hour Minimum**

Hourly Rate ½ room	\$180/hr	\$ 250/hr	\$ 170/hr
Hourly Rate Whole Room	\$305/hr	\$ 355/hr	\$ 255/hr
	\$280/hr **	\$ 315/hr**	\$ 220/hr**

### **Saturday:**

#### **Four Hour Minimum**

Hourly Rate Whole Room	\$470/hr	\$ 515/hr	\$ 385/hr
Peak Season Discount	\$365/hr **	\$ 405/hr**	\$ 270/hr**
(May – Nov)			
Off Peak Season Discount	\$305/hr **	\$355/hr **	\$ 255/hr**
(Dec – April)			

\*\*Renter must book the **ENTIRE (North & South) BALLROOM AND A MINIMUM \$22/PP BAR** to qualify for the promotional rate on **WEEKENDS**. Rates are listed above for each timeframe/day.

Event rates above are valid through midnight. 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.

### **Conference/Studios/Meeting Rooms – 2 hour minimum rental**

Hourly Rates	\$ 80 per hour	\$ 90 per hour	\$ 70 per hour
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### **Walton Island**

Six Hour Rental \$ 250 per day

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

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

<b>Room</b>	<b>Max. Occupancy</b>
Art Studio	50
Craft Studio	50
West Conference Room	40
East Conference Room	40
Celebration Room	48
Heritage South	157
Heritage North	165
Multi-use Gym	200
Pioneer Room	35

### **Cancellation and Refund Policy:**

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 \$50.00 service fee) will be given if the renter changes his/her mind within the first four days of signing this agreement.

- |  |  |
|--|--|
| • Within 4 business days of signing contract   | Full Refund of Security Deposit (minus \$50 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  |

### **Damage Deposit & Payments:**

Damage Deposit is due at the time of the signing of this agreement.

If under 100 guests: \$500 Damage Deposit. If over 100 guests: \$800 Damage Deposit.

It will be refunded after the conclusion of your rental within 30 business days.

Damage Deposit Charges: \$500/\$800 max/Entire Deposit – Outside Alcoholic Beverages, Wall or Sprinkler Damage  
\$300 Excessive Carpet Staining/Cleaning Required  
\$250 Table/Chair/Washroom Damages/Excessive Clean Up

Rental/Bar Fee: Must be paid in full at least 10 days prior to your function date.

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

1. 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.
2. A guaranteed rental reservation will not be made without full payment of security/damage deposit. Full Payment for the event is due 10 days prior to event date.
3. 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.
4. The City of Elgin will provide tables and chairs for each rental group based on event guest confirmation, room rental capacity and/or rental group size.
5. 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 4 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.
6. 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.
7. Bands and/or DJ must stop playing music 30 minutes before the event end time. Bar will close 30 minutes before the event end time.
8. Guests of The Centre of Elgin must keep alcohol within the Heritage Banquet rooms at all times. Outside alcohol is not allowed. All alcohol served must be purchased through the City of Elgin. 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.
9. 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. No items may be taped or tacked or adhered to any painted wall surface. This will result in full loss of damage deposit.

10. 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.
11. 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.
12. The City of Elgin is not responsible for lost, stolen or damaged personal items or rental equipment.
13. 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.
14. The renter and all their guests will comply with the rules, regulations and ordinances of the City of Elgin and the State of Illinois.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. Walton Island may be officially closed to the public for extended periods of time due to acts of God/nature.

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

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

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

Expiration Date: \_\_\_\_\_

Authorization Code: \_\_\_\_\_

**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 Renter \_\_\_\_\_ Date\_\_\_\_\_

revised 1/2026