



RENTAL AGREEMENT for ACTIVITY CENTER 108 N. Douglas St. Jacob, IL 62281

Date & Time: _____ Renter's Name: _____
Type of Event: _____ Address: _____
Phone #: _____ Email: _____
Duration: Two Hours (\$50) Available Monday – Thursday (Daytime hours only) _____
Half Day (\$200) _____ Full Day (\$300) _____
Rental Fee is non-refundable.
Deposit \$100. (Separate check, refundable if Hall is returned to original setting, & is clean).

The Village of St. Jacob rents these premises with the following terms:

- a) Activity Center shall be closed and locked with all lights out and the building vacated one hour after the end of the event.
- b) All food and trash must be disposed of in the dumpster located on the property.
- c) The Activity Center must be returned to original setting and condition. (a diagram of table placement can be found on the wall in the kitchen).
- d) Tables and chairs must remain in the building at all times.
- e) Arrangements for decorating can be made in advance.
- f) Absolutely **NO** nails or tacks etc. are allowed.
- g) Alcohol sales are prohibited. (You may provide it to your guests so long as there is no charge).
- h) Key is available for pick up on the day of the event 8 a.m. to 3:00 p.m. at Village Hall.
- i) For weekend events, key should be picked up on Friday prior to 3:00 p.m. at Village Hall.
- j) Key is to be returned to Village Hall immediately after the event and cleaning is complete. If after hours, key should be placed in the **NIGHT DEPOSIT** slot on the back of Village Hall.
- k) Renter is responsible and liable for any damage to the building and its contents.
- l) Maximum capacity is 168 people (strictly enforced).
- m) The renter is also responsible for the behavior of all their guests.
- n) The Village of St. Jacob is not responsible for any accidents or injuries.
- o) Please do NOT use the TV'S/monitors. They are NOT a part of your rental. **They are NOT programmed for regular use.**

This agreement is made upon the express condition that The Village of St. Jacob, Illinois, it's agents, officials, officers, and employees shall be free from all liabilities, claims for damages and/or suits for or by reason of any injury, or death to any person or property of the Renter, it's agents or employees, guests, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any use of said premises, or any activity carried on by the Renter in connection herewith. The Renter hereby covenants and agrees to indemnify, defend, save, and hold harmless The Village of St. Jacob, Illinois, its agents, officials, and employees from all liabilities, charges, expenses, and costs on account of, or by reason of any such injuries, deaths, liabilities, claims, suits, or losses however occurring, or damages out of the same.

By signing this agreement, you agree to all terms & conditions.

(Signature of Renter)

(Print Name)

Village Official/Employee