



# American Italian Cultural Society

Crest Hill, IL

## RENTAL AGREEMENT NON-AICS MEMBER

Non- Member's Application						
Name(s) (hereinafter referred to as "Applicant")						
Agent's Name, if Applicant is an organization						
Address	Street					
	City		State		Zip Code	
Contact Number & Email						
Event Information						
Type of Event:						
Date:						
Time of event	Start Time		am/pm	End Time		am/pm
Estimated Number of Guest						
Hall Rental Rates	AICS Rate		Date	Amount collected	Amount Due	
Security Deposit*	\$200	<input type="checkbox"/>				
4 Hour Rental	\$550	<input type="checkbox"/>				
5 Hour Rental	\$650	<input type="checkbox"/>				
6 Hour Rental	\$750	<input type="checkbox"/>				
4 Hour Rental w/2 <sup>nd</sup> Bartender**	\$610	<input type="checkbox"/>				
5 Hour Rental w/2 <sup>nd</sup> Bartender**	\$720	<input type="checkbox"/>				
6 Hour Rental w/2 <sup>nd</sup> Bartender**	\$835	<input type="checkbox"/>				

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title, if Applicant is an entity

\_\_\_\_\_  
AICS Signature and Date of Approval

1918 Donmaur | Crest Hill, IL 60403 | (815) 725-7450 | Fax (815) 725-9074  
www.americanitalian.org



## Terms and Conditions

1. This application does not grant any rights to the Applicant or authorize the Applicant's use of the American Italian Cultural Society (AICS) facility located at 1918 Donmaur Dr., Crest Hill, IL (hereinafter referred to as the "AICS Facility") until approval by AICS management.
2. Applicant represents and warrants that all of the information provided by Applicant in this Application is true and correct, and has read, understands, and will comply with all of the terms and condition, rules, and regulations set forth in this Application. If applying on behalf of an organization, by signing above, you certify that you are authorized to make this Application on behalf of the organization. In addition to binding the organization-Applicant, the individual signing the Rental Agreement personally guarantees the obligations and performance of terms set forth in this Rental Agreement.
3. The maximum time allowed for the hall rental is 6 hours. The cost of the rental includes 1-hour set-up/decorate time.
4. The \$200 Security deposit shall be paid at the time of application, and shall be held by AICS as a non-refundable deposit unless the Application is denied. The security deposit may be applied to any balance due.
5. All amounts due under this Rental Agreement shall be paid by cash, check, or credit card one week prior to event.
6. Applicant must use bar and bartender provided by management and is not allowed to provide any outside beverage. No alcoholic beverages are allowed outside or in the parking lot areas. An 18% gratuity will be added to all bar services provided, except for a cash bar.
7. Applicant shall use the AICS Facility only for the type of event listed in the application. Applicant shall not use any portion of the AICS Facility for purposes other than those specified.
8. No animals, except service dogs, are allowed in the AICS facility.
9. Applicant and all guests, while on or near the AICS facility, are prohibited from engaging in any illegal conduct including but not limited to drug related criminal activity, unlawful possession or use of a weapon, and threats or acts of violence, and must comply with the Smoke Free Illinois Act that prohibits smoking of any kind, including electronic cigarettes, in public places and within 15 feet of any entrance. A violation will result in forfeiture of the security deposit and you shall reimburse the actual costs for cleaning, repairing, and/or deodorizing the hall.
10. AICS reserves the right to require that security guards be present.
11. Applicants may store items in the hall prior to the event upon agreement with AICS management. Items left for more than 14 days after an event will be considered abandoned and shall become the sole property of the AICS, which will be free to dispose of any such items as it sees fit.
12. On the day of the event, the hall will be open and closed by a representative of the AICS. The AICS representative shall have access to the facility at all times, and shall not be excluded for any reason.
13. Posters of any publicity must be approved by the AICS in advance. Unapproved publicity may be cause for cancellation.
14. The AICS is held harmless of any and all food brought in or taken outside of the facility during or after an event.
15. Minors are allowed in the AICS bar area, minors are not allowed to sit at bar.
16. Whenever a license and/or permit is required for Applicant's function, such license and/or permit shall be procured from the proper public authorities by the Applicant's at Applicant's own cost and expense.

1918 Donmaur | Crest Hill, IL 60403 | (815) 725-7450 | Fax (815) 725-9074

[www.americanitalian.org](http://www.americanitalian.org)



# American Italian Cultural Society

Crest Hill, IL

17. In the event that AICS initiates litigation in order to enforce the terms of this Agreement or as a result of the Applicant's acts or omissions related to this Agreement and prevails in litigation, AICS shall be entitled to collect its reasonable attorney's fees, court costs, and other costs incurred as a result of litigation.
18. AICS shall not be liable for any damage or injury to Applicant, or any other person, or to any property, occurring on the AICS facility unless caused through active negligence or greater culpability of AICS. Applicant agrees to defend, release, and hold AICS harmless from any and all claims for damages arising out of Applicant's use of the AICS facility, and to indemnify AICS for any expense incurred by Landlord in defending any such claims, including but not limited to reasonable attorney's fees, consultant and expert fees, court costs, and related expenses.
19. In the event of a strike, lockout, labor trouble, fire, flood, civil commotion, pandemic, an act of God, or any other event beyond AICS's control (a "force majeure event") which results in the AICS being unable to timely perform its obligations hereunder to repair the AICS Facility, AICS shall not be in breach hereunder, this Rental Agreement shall terminate, and any amounts paid by Applicant shall be refunded, less actual costs related to such application.
20. This agreement constitutes the entire contract between the Applicant's and the Management. No modification thereof shall be valid or binding nor has any force or effect, except upon mutual written agreement by the Parties.

## **Facility Information**

1. The number of persons in the facility shall not exceed the occupant load of 140.
2. In the event of a power outage during the rental event, the AICS is not responsible or liable.
3. Noise levels within the hall must not violate applicable city ordinances.
4. Hall rental offers the use of Audio / Video system and includes the following: HD Projector, Cable Television, DVD Player, CD Player, podium, microphone and speaker system.
5. Audio / Video system allows the connection of smartphone / tablet technology. It is the Applicant's responsibility to ensure equipment's works with their device prior to rental. It will be the Applicant's responsibility to have any accessories needed for equipment to work.
6. Hall rental include the use of the AICS WIFI Internet (if requested)
7. Heating and Cooling is controlled by AICS management. Any changes to thermostat setting must be requested through AICS management.
8. All Catering services is provided by AICS under separate contract. No outside catering or food is permitted except for Dessert/Cake Table.
9. A gratuity for Catering Staff is optional, but always appreciated.

## **Cancellation Policy**

1. If Applicant's cancels or otherwise breaches agreement, AICS reserves the right to retain \$200 security deposit.
2. AICS shall refund all payments, less actual expenses incurred by AICS, if AICS successfully re-books the original scheduled date.
3. Rental dates can be changed at no additional charge if a new date is available.

## **General Information**

1918 Donmaur | Crest Hill, IL 60403 | (815) 725-7450 | Fax (815) 725-9074  
www.americanitalian.org



# American Italian Cultural Society

Crest Hill, IL

1. To ensure proper services are provided, notification (to AICS) of at least two (2) weeks in advance shall be provided to indicate the type of bar package desired (i.e. cash bar, wine/beer/pop only, non-alcoholic drinks only, etc.)
  - A 2<sup>nd</sup> bar Tender is required for rentals of 50 or more
  - Bar will only be open during set rental hours
  - Last call at bar will be ½ hour before events end

Bar package selected and any special request:

---

---

---

---

---

2. Please notify AICS concerning room set-up and equipment requirements at least two (2) weeks prior to your event.
3. Please notify us at least one week in advance of your Banquet, the exact number of people you expect to attend.
4. Clean up is the Applicant's responsibility. The hall must be restored to its original condition. Trash removal (from facility) and floor cleanup is provided by AICS.
5. Applicant's cannot use any type of nails, glue, gum, tape, tacks, or similar items on walls of the facility. Upon inspection, if walls are damaged, charges for damages will be taken from the security deposit. If damages are more than the amount of the security deposit, you will be billed for the balance. No confetti or glitter allowed. Club décor cannot be removed unless arrangements are made with management at least 2 weeks prior to the event date.
6. Food in the AICS refrigerator/freezer that you did not bring to your event should not be used or taken.
7. All exit doors shall not be obstructed by any means.

**Any special request:**

---

---

---

---

---

---

---

---

---

---