



LIPINSKI COMMUNITY CENTER
7256 Skyline Drive - Justice, IL 60458

RENTAL AGREEMENT

Name: _____ Phone: _____ Cell: _____

Address: _____ City, State, Zip: _____

Date of Event: _____ Type of Event: _____

Time of Event - From: _____ To: _____ # of Guests (Max. 120): _____

Center rental is based on a 5 hour minimum charge, which includes 30 minutes for set up and 30 minutes to clean up. Each additional hour requested will be charged at a rate of \$50 per hour. Scheduled events may start as early as 9:00 AM and must be completed by 10:00 PM. Liquor may be served for private functions if approved by the Liquor Commissioner. An additional charge at \$50 per hour will be assessed if liquor is consumed on the premises the Justice Police Department will be notified of your event and officers may periodically stop in as time permits. The Cleaning Rider shall be a part of this agreement. The responsible person renting the Center must be at least 25 years of age.

RESIDENCY	CENTER RENTAL	SECURITY DEPOSIT
Village of Justice Resident	\$225	\$200
Non-Resident	\$325	\$300

*Refunds will be mailed or available for pickup within 5 business days after the event.

Cancellation Policy:

If a notice of cancellation is received 30 days prior to the event, a full refund of the Center rental fee will be issued. If notice of cancellation is received between 15 to 29 days prior to the event, 50% of the Center rental fee will be refunded. If a notice of cancellation is received less than 15 days prior to the event, or no one shows up for the event, NO Center rental fee will be refunded. In any event of cancellation, the security deposit will be refunded in full.

General Guidelines:

- The entire premises, including restrooms shall be left in clean condition, or a cleaning fee shall be charged and deducted from the security deposit.
- NO religious services are to be held.
- Parking must be in the designated spaces provided.
- Police and Fire Departments must have access at all times.
- Kitchen appliances (refrigerator, stove, microwave, sink, coffee pots, and counters) are available and must be cleaned after use. A fee will be charged against your security deposit for any appliances not cleaned.
- NO helium balloons or piñatas are allowed inside the premises.

I have read, understand, and agree to all of the conditions as stated in this agreement.

(Signature of Responsible Party)

(Date)

FOR OFFICE USE ONLY:		Liquor Served: Yes <input type="checkbox"/> No <input type="checkbox"/> Approved: _____	
\$ _____	Center Rental	Refund: Pickup <input type="checkbox"/> Mailed <input type="checkbox"/>	Round Tables: _____ Long Tables: _____
\$ _____	Security Deposit	Received by: _____ Date: _____	
\$ _____	Total	Photo ID copy attached	