



CORTLAND LIONS CLUB
PO Box 177
Cortland, IL 60112



DEN RENTAL AGREEMENT

This agreement made on this _____ day of _____, 20_____, between Cortland Lions Club (hereinafter referred to as Lions), and the following Renter:

Name of Renter's Company or Family: _____

Name of Authorized Representative as contact person for Tenant: _____

Address: _____ City: _____ Zip: _____

Phone: Home _____ Work _____ Cell _____

E-mail address: _____

Conditions of the rental agreement are as follows:

1. Tenant agrees to rent the Lions Club building, located at 70 S. Llanos St., Cortland IL 60112 for the following occasion/purpose:

- _____ Wedding or Wedding Reception
- _____ Business, School, Organization or Church Meeting
- _____ Party (e.g., Birthday, Graduation, Business Holiday Party)
- _____ Other _____ (e.g., Craft Shows, Fundraisers, Vendor Fairs, etc.)

Date(s) of Rental: _____ Time (including your set-up and clean-up time): _____

2. Tenant agrees to pay the following Rental Fee and Damage Deposit to the Lions, at the times specified below, to rent the designated facilities for the above date(s) and times.

_____ **\$300** Weekend Rental Fee (Friday, Saturday & Sunday, available from 7:00 a.m. – 9:00 p.m.)

_____ **\$200** Weekday Rental Fee (Monday through Thursday, available from 7:00 a.m. – 3:00 p.m.)

_____ **\$100** Rental Fee for current Lions Members

Provide current Lions Club _____

Provide current LCI member # _____

\$100 Damage Deposit, refundable consistent with the Damage Deposit Policy below

\$ _____ Total Charge including Damage Deposit

My check is enclosed _____ I paid online (enter confirmation number) _____

Full payment including deposit is due with signed agreement to secure date (See Cancellation Policy below)

Rental agreement is not confirmed until full payment, including security deposit, has been paid.

3. Wine, beer, and/or champagne may be served on the premises, with the conditions set forth below.

NO HARD LIQUOR OR CONTROLLED SUBSTANCES ARE ALLOWED ON THE LIONS CLUB PREMISES.

ALCOHOL IS ALLOWED INSIDE THE LIONS DEN ONLY! THE GROUNDS OUTSIDE OF THE BUILDING IS THE PUBLIC PARK IN WHICH ALCOHOL IS NOT ALLOWED!

Yes _____ No _____ Wine, beer, and/or champagne will be served at the event on the date(s) listed above.

- The serving of alcohol to persons under the age of 21 is strictly prohibited!
- The Club may require professional security, at the renter's expense, if deemed necessary.
- For groups of 100 or more, liquor liability (dram shop) insurance may be required.
- The Cortland Lions Club, its officers, board members, members, sponsors or any other entity affiliated with the Cortland Lions Club shall not be held responsible for the activities of those guests present at this event.

4. For **weekend rentals** the renter has use of the Lions Den from **7:00 a.m. – 9:00 p.m.** For **weekday rentals** the renter has use of the Lions Den from **7:00 a.m. – 3:00 p.m.** Use outside of these hours is only upon approval from the Cortland Lions Club.

5. Under-age parties, such as when a parent rents the building for a group of High School students to have a Halloween party, are required to have a minimum of 1 adult age 25 or older for each 10 youths under 18 years of age for the duration of the event (1:10 ratio).

6. No offensive language or music with explicit lyrics. Remember, the Lion's Den is surrounded by a community park.

7. No nails, pins, tacks or tape (of any kind) or other adhesives, fasteners or fixtures can be placed on or driven into the building walls, ceilings, floors, counters, cabinets, tables, or any other surfaces. Only masking/painters tape or removable putty (i.e. – command strip) may be used to affix decorations.
8. No confetti or glitter of any shape or size is allowed in the Lions building or onto Lions premises for any occasion. Renters who bring confetti or glitter to Lions property may forfeit up to their entire Security Deposit.
9. No decorations or other items should be tied to the ceiling fans. Lions’ pictures, plaques and banners etc. should not be removed from the walls.
10. Damage Deposit Policy: The Security Deposit may be used by the Lions for repair of any damage sustained during the Tenant’s rental period, or to return the building and premises to the pre-rental condition (see sections 7 through 10 below). Tenant agrees to be responsible to pay the Lions for any damages in which the cost of repair is more than the deposit. The amount withheld shall be solely determined by the Lions based upon the reasonable cost of repair or time rendered by the Lions or by independent repair and service providers. Otherwise, the Security Deposit will be refunded in full after an inspection of the club property has been made by a Lions officer or other designated Lions member or agent, and it is determined that no extraordinary costs have been incurred and all rental payments have been made.
11. **Failure to adequately clean, as described below, will result in a deduction from the renter’s Security Deposit, in an amount solely at the discretion of the Lions.** Table and counter cleaning, trash emptying (including bathroom trash), carpet vacuuming, mopping linoleum areas, and grounds clean-up of trash, etc., must be done to return the building and premises to the condition received prior to the rental. Trash must be placed within the dumpster outside. Recycling bins are available for recyclable materials. Furnishings (chairs, tables, supplies) must be returned to their pre-rental locations. Chairs shall be returned upside down on the rectangular tables.
12. Smoking is not permitted inside any room or part of the building. Smoking is only permitted outside in the designated areas.
13. All events must terminate, and the premises must be vacated by the end of the rental period (9:00 p.m. on weekends and 3:00 p.m. on weekdays). Cleaning must also be done before the end of the rental period.
14. The building must be locked (all doors) upon leaving. If provided, the key must be returned to its designated location at the end of the rental period.
15. The undersigned is renting the building on behalf of the above-named organization, family, or individuals and understands that they, its members and the undersigned shall be responsible for conducting themselves in an orderly manner at all times while on the premises and all shall be financially responsible for damages that may occur during the rental period.
16. Cancellation Policy: Tenant understands the Lions Club building is often reserved for several months in advance and that cancellations are costly to the Lions.
 - If the rental is cancelled at least 30 days prior to the scheduled event, the full rental amount, including the full security deposit (less 5% for bank and administrative fees) will be refunded to the renter.
 - If the rental is cancelled less than 30 days but at least 10 days prior to the scheduled event, one half (50%) of the rental amount, including the full security deposit (less 5% for bank and administrative fees) will be refunded to the renter.
 - If the rental is cancelled less than 10 days prior to the event, the entire rental fee will be forfeited. In this case, the full security deposit will be refunded to the renter.
 - The Lions will take into consideration if it is determined there was a natural disaster, inclement weather or other severe emergency that would warrant refund of the fee. Any refund beyond the above terms will be at the sole discretion of the Lions Officers and Board of Directors.
17. The Lions Club reserves the right to change any of the Conditions/Rules outlined above with 30 days written notice to the Tenant’s address prior to the rental date. Further, the Lions reserve the right to terminate any rental agreement/event immediately with evidence of any destruction of Lions’ property or neighboring property, violation of other terms of this agreement, or for the disturbance of the peace in the area.

 Tenant Authorized Representative

 Date

 Approved By – (Lions Representative)