



# American Italian Cultural Society

Crest Hill, IL

Non- Member's Application					
Name(s)					
Address	Street				
	City		State		Zip Code
Contact Number & Email					

Event Information				
Type of Event	<input type="checkbox"/> Banquet	<input type="checkbox"/> Reception	<input type="checkbox"/> Meeting	<input type="checkbox"/> Birthday
	<input type="checkbox"/> Anniversary	<input type="checkbox"/> Communion	Other:	
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	\$500	<input type="checkbox"/>			
5 Hour Rental	\$600	<input type="checkbox"/>			
6 Hour Rental	\$700	<input type="checkbox"/>			
4 Hour Rental w/2 <sup>nd</sup> Bartender**	\$580	<input type="checkbox"/>			
5 Hour Rental w/2 <sup>nd</sup> Bartender**	\$680	<input type="checkbox"/>			
6 Hour Rental w/2 <sup>nd</sup> Bartender**	\$780	<input type="checkbox"/>			

This application does not grant any rights to the applicant or authorize the applicant's use of the American Italian Cultural Society (AICS) facility until approval by AICS management.

The attached Terms and Conditions are incorporated herein by this reference and made part of this rental application and agreement.

Renter represents and warrants that all of the information provided by Renter in this Application is true and correct, and has read, understands, and will comply with the American Italian Cultural Society's Rules attached to this Application. If an organization, I am authorized to make this Application on behalf of the organization. The individual signing the Rental Application and Agreement personally guarantees the obligations of the organization or group using the Hall.

\_\_\_\_\_  
Name of Applicant (Print)

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
AICS Approval: Signature/Date

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

www.americanitalian.org

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## Terms and Conditions

1. Applicant is responsible for reading all information and for complying with all rules and regulations.
2. The individual signing the Rental Application and Agreement personally guarantees the obligations of the organization or group using the hall. The maximum time allowed for the hall rental is 6 hours. The cost of the rental includes 1-hour set-up/decorate time.
3. \*\$200 Security deposit is required at the contract signing. The Security deposit will reserve the hall and is non-refundable. If no damage is access, the security deposit will be applied to the balance due. The remaining balance due shall be paid by cash, check, or credit card one week prior to event.
4. AICS is not responsible for claims of personal injury or for damage to or loss of property relating of or occurring at the AICS property.
5. Individuals or organizations granted use of hall agree to be responsible for any loss or damage caused by such use and agree to indemnify, defend, project, and hold the AICS harmless from all claims and damages arising from their use of the hall.
6. Renter 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. No animals, except service dogs, are allowed in the AICS facility.
8. No smoking Vaping, electric cigarettes or open flames are allowed in or around the hall facility. State Law prohibits smoking within 15 feet of public entrances. Forfeit of security deposit can/will be a penalty fee.
9. The AICS reserves the right to require that security guards be present.
10. 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.
11. 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.
12. Posters of any publicity must be approved by the AICS in advance. Unapproved publicity may be cause for cancellation.
13. The AICS is held harmless of any and all food brought in or taken outside of the facility during or after an event.
14. Minors are allowed in the AICS bar area, minors are not allowed to sit at bar.
15. Whenever a license and/or permit is required for renter's function, such license and/or permit shall be procured from the proper public authorities by the renter at renter's own cost and expense.
16. This agreement constitutes the entire contract between the renter and the Management. No oral modification thereof shall be valid or binding nor has any force or effect, except of this contract agreement, which the renter makes to the Management.

\_\_\_\_\_initials



## 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 renter's responsibility to ensure equipment's works with their device prior to rental. It will be the renter'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. The AICS Kitchen area may be utilized in staging food items. However, no cooking of foods is allowed.

## Cancellation Policy

1. If renter cancels or otherwise breaches agreement, AICS reserves the right to retain \$200 security deposit.
2. AICS has the option to refund all payments made after re-booking the original scheduled date if reason for the breach of contract are considered viable by management.
3. Rental dates can be changed at no additional charge if a new date is available.

## General Information

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 60 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:

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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 renter's responsibility. The hall must be restored to its original condition. Trash removal (from facility) and floor cleanup is provided by AICS.



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5. Renter 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 be shall not be obstructed by any means

\_\_\_\_\_ initials

## Any special request:

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