



VSN.120318

BENMARK, LLC  
6421 N. Hamlin Ave. Lincolnwood, IL. 60712  
Telephone: (847) 920-8114  
Email: info@amronhall.com

**DATE OF THE EVENT:** \_\_\_\_\_ **TYPE OF EVENT:** \_\_\_\_\_

- ( ) Hall Rental Fee : \$300/hr.....No. of Guests: .....Time: \_\_\_\_  
Hours
- ( ) Hall Rental Fee : \$1,500.00.....No. of Guests: Up to 100 .....Time: 7 Hours
- ( ) Hall Rental Fee: \$1,650.00.....No. of Guests: 100 – 120..... Time: 7 Hours
- ( ) Hall Rental Fee: \$1,750.00.....No. of Guests: 120 – 150..... Time: 7 Hours
- ( ) Hall Rental Fee: \$2,000.00.....No. of Guests: 150 – 170..... Time: 7 Hours
- ( ) Hall Rental Fee: \$2,250.00.....No. of Guests: 170 – 190..... Time: 7 Hours

**ADDITIONAL RENTAL SERVICES | ITEMS**

- Projector and Screen | \$150.00
- Sound System & Microphone | \$120.00
- Sound system | \$100.00
- Lighting | \$100.00
- Extra Chair | \$10.00/Chair *(If Applicable)*
- Extra Table(s) | \$10.00/Table *(If Applicable; 6ft Rectangle; 60in Round; Hi-Boy)*
- Garbage Bags | \$20

**Security Deposit: \$400.00** Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

LESSEE: \_\_\_\_\_ Print: *(first name, last name)*

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**INITIAL HERE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



VS.N.120318

RENTAL AGREEMENT

This Agreement entered into by and between Amron Properties Lincolnwood, LLC. hereinafter referred to as "LESSOR"; and \_\_\_\_\_ here in after referred to as "Lessee".

WHEREAS, Lessee desires to rent from Lessor the Main Hall, and Parking Area located at 6421 N. Hamlin Ave. Lincolnwood, IL 60712, commonly known as the AMRON HALL, hereinafter referred to as the "Leased Premises".

WHEREAS, Lessor desires to lease to lessee said Amron Hall and Parking Area on terms and conditions hereinafter set forth. Amron Hall provides space, tables, and chairs only.

**NOW, THEREFORE, IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES TO THIS AGREEMENT AS FOLLOWS:**

1. Terms of Rental:  
The Rental of said Leased Premises shall  
**START:** \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time), and shall  
**TERMINATE:** \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time), hereinafter referred to as the "Rental Period".
2. All events must end at 12:00 am or earlier; or otherwise specified in contract terms above.
3. Time of Rental: The Lessee shall conclude the event no later than time Set Forth Above.
4. Basic Cleanup: Lessee has until 12:30 A.M (or 30 minutes after event end time) to remove all decorations, and personal items. It is the responsibility of the Lessee to clean up after themselves. Any delay after 12:30 a.m. will result in an hourly compensation rate of **\$300.00 per/hr starting at 12:00 am**. Fee will be deducted from Security Deposit or paid at the time of the event.
5. Rental Fee: Total Rental Fee is due at the time the contract is executed. If lessee agrees to payment plan schedule, lessee must make payments on designated dates. Lessee must make payments based on scheduled payment plan. If payment is not satisfied on dates marked on invoice, the reservation will be cancelled, and all payments made toward the balance, in addition to security deposit will be forfeited. If Lessee makes a payment after due date, a late fee of \$50 may be applied to balance. Payments not received 10 days after due date may result in reservation/lease cancellation. If event is reserved within 30 Days of Start, the Full Rental Fee is Due within 48 Hours after signing contract/Deposit.
6. Security Deposit | Damages | Capacity:  
Security Deposit: Lessor shall charge and hold a security deposit fee of \$400.00. Upon the conclusion of Lessee's vent, lessee shall leave the venue in the original condition it was before lessee's event. If lessee cancels or reschedules event any-time before the event date, the deposit will be forfeited. Damages: Lessor, lessor's staff, and contracted service representatives associated with lessor, shall evaluate and approve that no damages to leased premises has occurred. Upon evaluation, if the condition of leased premises or rental items is in damaged condition, the cost of repairing the damage will be charged against lessee, and deducted from

**INITIAL HERE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



VS.N.120318

security deposit. If damages are above the cost of the security deposit, lessee shall assume responsibility for charges related to its repair. Such damages may include:

- Structural Components
- Fixtures
- Furnishings/Decorative Accessories/Lighting
- Electronic & Media Components

**Capacity:** Number of guests cannot exceed amount stated in contract. If lessee exceeds amounts agreed to above, lessee agrees to forfeit deposit. Total capacity for the leased premises is 200 guests. If capacity exceeds the total capacity, security deposit is forfeited and event will be terminated immediately.

7. **Property Safety:** It is the responsibility of the Lessee to inform their guests that running and playing in the hall is absolutely prohibited. Guests can dance and play on the specified dance floor. It is the responsibility of the lessee to ensure that their guests are adhering to the safety standards mentioned above. Lessee will receive 3 Warnings. After the 3<sup>rd</sup> warning, **\$50** for each additional warning will be deducted from Deposit. If lessee does not comply, event may be cancelled at any time.
8. **Supervision | Staff | Security:** Lessor's supervisors, staff, and contractors shall have access to supervise the leased premises at any and all times throughout event.
9. **Insurance:** Lessee shall have all necessary liability insurance covering all participants, employees, volunteers, spectators, and any other individuals on the Leased Premises. Lessee shall name Lessor and provide proof of such coverage at least Thirty (30) days prior to the Rental Period. Lessee shall provide not less than Three Hundred Thousand Dollars (\$300,000.00) of coverage for event. The Lessee shall indemnify and hold Amron Properties Lincolnwood, LLC and its affiliates harmless from any and all claims, liability, losses, and causes of actions which may arise out of the operation of the renter's function under the lease agreement. The Lessee shall pay all claims and losses of any nature whatsoever in connection therewith, and shall defend all service in the name of the Amron Properties Lincolnwood, LLC and its affiliates. When applicable, and shall pay all costs, services, and judgments which may issue thereon.
10. **Conditions of Catering | Beverages:** Any caterer hired by Lessee must show proof of liability for the safety and health of individuals occupying and consuming food in the Leased Premises during the events secured by this Agreement. Amron Hall does not serve any food or beverage, and is not responsible for any food or beverage served on the premises. Lessee must submit all business information of caterers, and servers to lessor. Lessee must submit proof of licensure of bartender or bartending service. Basset license required and must be submitted at least 7 days prior to event. If there is no receipt of certification/license, a vendor will be provided at associated cost.
11. **Kitchen Facilities:** The kitchen is a "warming or staging" kitchen only and shall not be used for full preparation of meals for guests. There is no portable ovens, stoves, or cooking appliances allowed on leased premises or kitchen. The kitchen shall be left in the condition it was found. Food shall be scraped into the disposal, dishes rinsed, and the sink and floor shall be clean. Failure to do so shall result in cleaning charges deducted from Lessee's damage deposit. Amron Hall is not responsible for food or beverage storage. Lessee may use Lessor's designated refrigerator, but Lessor is not responsible for efficiency or operability of appliances. If it is found that lessee has not complied with statement above, the security deposit will be forfeited.

**INITIAL HERE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



VS.N.120318

12. Attorney Fees: Should any litigation be commenced by Lessor regarding the noncompliance to this Lease by Lessee, Lessee shall be responsible for legal fees incurred by Lessor.
13. Assignment: Lessee under no circumstances shall assign the Rental Agreement to any parties, successors, individuals, partnership, corporations, trusts, estates, or any other form of entity.
14. Miscellaneous:
- a) Lessee may **NOT** bring onto the Premises drinks, beer, wine, champagne, or hard liquor without prior written approval of Lessor. By law, no one under 21 may consume or taste alcoholic beverages. Lessee agrees and warrants that there shall be **NO CONSUMPTION OF ALCOHOL BY PERSONS UNDER AGE 21**. Further, Lessee shall monitor all service, if any, of alcohol, and specifically acknowledges that Lessee is solely liable for the consumption of any alcohol by any person on the Premises, and that such liability shall extend to any aspect regarding the consumption of alcohol. If there is a violation of the rule above, deposit is forfeited, and event shall be cancelled immediately.
  - b) No illegal substances are allowed on the premises. Any use of or assumed use of illegal substances in the venue will result in cancellation of event and/or loss of security deposit.
  - c) Lessee must provide Lessor with description of the form of music to be provided during the Rental Period, including the size of band, setup and electrical needs required prior to the Rental Period. Lessor does **NOT** allow any devices that create smoke. Lessee must maintain appropriate sound level.
  - d) Lessee must cover all tables and chairs with linen. If the Lessee fail to provide linen, the Lessee will be assessed the cost for covering each table which is \$10.00 per table, and \$2.00 per chair.
  - e) **DECORATOR/DECORATIONS/EVENT PLANNER**: No decorations, signs, banners, flyers, or other materials may be placed on the walls or ceilings. No tape, tacks, nails, or other fasteners and/or adhesives may be used on the walls or ceilings. Table decorations, balloons, and “free-standing” displays are permitted. However, if helium or other gas filled balloons are to be used, they must have ribbons or strings attached that are long enough to allow safe retrieval at the end of the rental period.
  - f) No rice, bird seed, confetti, etc. may be used inside the building.
  - g) No candles with fire may be used. Lessee must submit all event planner business information prior to event.
  - h) Lessor reserves the right to cancel the event at anytime for not abiding by regulations, misconduct, or other action detrimental to participants or leased premises.
  - i) Lessee may or may not be allowed 2 Hours of preparation time before event. If lessee requires more time to for preparation, additional preparation time can be requested. Amron Hall charges \$100/hr for additional hour of preparation time.

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### Photography Release and Waiver

I grant permission to the **BENCHMARK MANAGEMENT**, and its agents, employees or assigns, the irrevocable right to use the photographs taken on my event in Amron Hall for use in any **BENCHMARK** publication such as advertising, direct mail, brochures, newsletters, and magazines, and to use the photographs on display boards, and to use such photographs in electronic versions of the same publications or on websites or other electronic form or media. I also grant permission to **BENCHMARK**, its agents, employees or assign's to offer the identified photographs for use or distribution in other publications, electronic or otherwise, without notifying me.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photographs.

I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release

NAME (Please print) : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

TYPE OF EVENT : \_\_\_\_\_

DATE OF EVENT : \_\_\_\_\_

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