



CAP BANQUET AND MEETING CENTER Riders to Facility Agreement

Read Carefully

1. It is the policy of CAPOLC to consider all prospective bookings as tentative until the date is confirmed by CAPOLC. **A function is confirmed** when the **required \$300.00** refundable deposit is received and the contract is signed by both parties. Tentative booking will be held for one (1) week from the date of booking.
2. The deposit is non-refundable in the case of cancellation of event and/or catering services, property damage and additional event fees incurred the day of the event. The deposit may be refunded **via US mail** within thirty (30) days following the event date, less any additional event fees and maintenance fees for damages determined to be incurred by the Renter or Renter's guest.
3. In the case of cancellations: Cancellations received sixty (60) –thirty (30) days prior to the event date will receive a refund of 75% of the deposit, cancellations received less than thirty (30) days prior to the event date will forfeit the entire deposit. Pre-paid event cancellations received less than thirty (30) days prior to the event date, will forfeit the entire deposit, however event may be rescheduled and monies paid in advance applied toward new date. A new non-refundable deposit will be required.
4. **The balance due is payable ten (10) calendar days prior to the event date. The payment must be cash, money order or certified check.** If not received ten (10) days prior, event will automatically cancel and the refundable deposit will forfeit.
5. **Smoking and alcoholic beverages are prohibited.**
6. If the event is catered by CAP Catering Services, all food and beverage items will be provided for the organization/group in accordance with CAPOLC guidelines. The CAP Banquet and Meeting Center provides full service catering which includes all necessary personnel, room set-up/cleanup and food and beverage selections. Table linen, silverware, glassware and small wares are included at no extra charge. Decorating services are available for a fee.
7. For catered events not utilizing CAP Catering Services, the **state-of-the-art kitchen** will be available for your use at a fee of \$180.00 (*minimum of five (5) hours and \$38.00 each additional hour*). See attached Kitchen Rental Procedure.
8. Room is setup according to renter's requirements prior to the start of the event. Re-set up by CAPOLC is not allowed during the event.
9. No storage of materials or supplies is allowed.
10. **Event activities, such as deliveries, food and decorating preparation must be included in rental time period.**
11. CAP Banquet and Meeting Center seats up to 200 people depending upon the table arrangements. Room capacity is designed to allow the greatest number of guests based on local fire code maximums as well a specific renter's requirements.
12. Renter's may decorate the room but are responsible for taking down all decorations before leaving. Table centerpieces and flame enclosing candles are permitted. The use of confetti, rice, birdseed, litter and fog/smoke are prohibited. A minimum of \$300.00 cleaning fee will be charged if these prohibited items listed above are utilized on the property of Community Action Partnership of Lake County.
13. **Renters are responsible for their own publicity. All advertisements, announcements, press releases, flyers, etc. relating to non-CAPOLC sponsored events must clearly state that the event is not sponsored by Community Action Partnership of Lake County.** The location of CAPOLC should be published, but CAPOLC's telephone number may not be used for any purpose. CAPOLC is not to be included as a source for further information about the event.
14. Youth parties (any event geared for 13-20 year olds) require security. CAPOLC will provide security at the renter's expense, with no exceptions. Youth parties must have one (1) adult for every ten (10) youth. Youth parties are by invitation only and no flyers will be accepted at the door.
15. Playground equipment is "off" limits and not part of the rental. **Note:** The vestibule of the CAP Banquet and Meeting Center is **not** to be used as a play area for children.
16. Failure to abide by the Facility Agreement may result in forfeiture of deposit or cancellation of the agreement. Time loss will not be reimbursed.
17. CAPOLC assesses a \$25.00 fee for each returned check.

I have read and reviewed this document and I agree to its contents.

By: _____

Date: _____



Community Action Partnership of Lake County
CAP BANQUET AND MEETING CENTER/CAP CATERING SERVICES
1200 Glen Flora Avenue
Waukegan, Illinois 60085
Kitchen Rental Procedure

Please make note of the following information and procedures regarding rental of the **state-of-the-art kitchen**, at the Community Action Partnership of Lake County CAP Banquet and Meeting Center/CAP Catering Services.

Renter must pay \$180.00 (minimum of five (5) hours and \$38.00 each additional hour).

Includes:

- CAP kitchen staff will be scheduled to assist renter with their food
- Dishwasher use
- Hot Table available if serving from raised window
- Ovens and Hot Boxes available to maintain food at a safe temperature
- Refrigerator space may be used with some restrictions
- Ice Machine available
- Kitchen traffic limited at all times
- **CAP staff nor Renter allowed to cook at any time**
- Renter must supply own serving utensils and pans
- Renter must supply own eating utensils i.e. forks, knives, spoons, plates, napkins and cups
- CAP kitchen staff will clean the kitchen

I have read and reviewed this document and I agree to its contents.

By: _____

Date: _____

