

# Waukegan Township



MARC L. JONES, SUPERVISOR

## Art Bus Rental Agreement

Today's date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Date of Rental: \_\_\_\_\_

# of expected participants: \_\_\_\_\_ Hours Needed: Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

**NOTE: Contract hours MUST include and clean-up time. We recommend 8 kids + adult supervision.  
Absolutely no more than 12 kids + adult supervision at any given time.**

There is a **\$100 flat rate fee** which includes: **2 hours**, drop off and pick up and an additional **\$25** for every **extra hour**. You may also select the option of an **all day rate of \$200** which includes pickup and drop off. For **non-Waukegan Township residents**, the flat rate is **\$100** with an additional **\$25** for every extra hour.

**The rental fee must be paid in FULL two weeks prior to rental date or it will be canceled.**

Cancellations ONE WEEK or less, prior to contracted rental date, will result in a **\$50.00 service charge**. NO **REFUNDS** will be provided for lost time during the rental period. Failure to abide by the rental agreement may result in shut down of the rental.. The Renter or designated signee, **must be 21 years of age and present at site for the entire contracted time. No overnight stays will be permitted.**

- No alcoholic beverages are allowed on Waukegan Township property.
- No smoking is allowed on Waukegan Township property, must be 15 feet away from bus.
- No items can be stored in the bus before or after contracted rental time.
- No decorating, entertainment, or food delivery will be allowed prior to the rental time contracted.
- The renter must make other arrangements and or pay additional fees.
- Renter is responsible for the conduct of all children and guest during the rental.
- Any children under the age of 18 must remain in the bus and be accompanied by an adult.
- The bus must be cleaned by Renter and returned as it was rented.

***I understand, agree to, and will abide by the above referenced regulations and policies of Waukegan Township for use of their Art Bus.***

- *I have reviewed the contract and agree to hold Waukegan Township harmless from any liability resulting from my rental and usage of Township Property.*

Signature (Renter) \_\_\_\_\_ Date: \_\_\_\_\_

Waukegan Township Signature \_\_\_\_\_ Date: \_\_\_\_\_

Contact: Ulises Vera, [uvera@waukegantownship.com](mailto:uvera@waukegantownship.com) (847) 244-0805

***Disclaimer: Due to unexpected mechanical failures agreements may be canceled or postponed in such cases a refund will be based upon time expired.***

**Trustees:** Percy Johnson, Sylvestre Castellanos, Jeff McBride, Dulce Ortiz

**Clerk:** Rose Staben **Assessor:** Mark Stricklin

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