

Waukegan Township



MARC L. JONES, SUPERVISOR

Art Bus Rental Agreement

Today's date: _____

Supervisor's Office

149 South Genesee St
Waukegan, IL 60085
P. 847-244-4900
F. 847-244-5185

Name: _____ Phone Number: _____

Address: _____ City: _____ State/Zip: _____

Type of Activity: _____ Date of Rental: _____

Eddie Washington Ctr.

424 South Avenue
Waukegan, IL 60085
P. 847-244-0805
F. 847-244-2048

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.

Staben House

149 South Genesee St
Waukegan, IL 60085
P. 847-244-9944
F. 847-625-0437

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.**

Patricia A. Jones Ctr.

414 South Lewis Ave
Waukegan, IL 60085
P. 847-244-9242
F. 847-244-9258

- 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.

Home Sweet Home

149 South Genesee St.
Waukegan, IL 60085
P. 847-599-2932
F. 847-244-5185

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 (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

www.waukegantownship.com • (847) 244-4900