**Rental Agreement**Documentero Help Center  
1538 Victoria Ave, North Chicago, Illinois(IL), 60064  
PHONE (847) 473-0805 EMAIL SUPPORT@DOC.COM

Renter: {name} {surname}

Date of Rental: {date}

Rental period: {time} day(s)

Renter’s Phone: {phone}

Event description:

{event}

1. RENTAL FEE: **1245 USD per day** due two weeks after booking.

TOTAL AMOUNT: **{$1245\*time} USD for {time} day(s).**

1. DAMAGE/CLEAN-UP DEPOSIT
2. $150 due one month prior to event.
3. Deposit will be returned within 10 working days upon satisfactory inspection. All personal property of the renter must be removed, and the kitchen and bar must be cleaned by checkout time or $50 will be withheld. Any damage to property will be assessed a replacement/repair fee and subtracted from the damage deposit. Damages in excess of the deposit will be billed to the renter.
4. CANCELLATION

A. The prepaid fee will be returned if the event is canceled 90 days or more prior to the scheduled date.

B. The fee will be forfeited if the event is canceled within 90 days of the

scheduled date. The renter may not sub-lease the facilities.

1. CHECK-IN AND CHECK-OUT TIMES
2. Check-in is {checkin} a.m. the day of the event. If the event is scheduled on Saturday or Sunday, check-in may occur after 8 a.m. on Friday.
3. Checkout is no later than {checkout} a.m. the day after the event. It is recommended that the bar close at midnight.
4. INSURANCE   
    A**.** Renters of the entire building or of the Banquet Hall, thirty days prior to the check-in time, must provide a certificate of insurance covering damage and injury to property and persons.

{#insurance}

I certify that I have valid insurance for this event:

Insurance Number: {insnumber}

Insurance Company: {inscompany}

{/insurance}

For the Renter For the Documentero

{name} {surname} Jane Doe

Name Documentero representative

{address}

Address

{phone}

Phone