

Alton Regional Convention and Visitors Bureau  
200 Piasa St.  
Alton, IL 62002  
Phone (800) 258-6645 or (618) 465-6676  
Fax (618) 465-6151  
Or visit our website [Libertybankamphitheater.com](http://Libertybankamphitheater.com)



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Thank you for your interest in the Liberty Bank Amphitheater. Please carefully read the following policies and procedures then complete the application form. Your completed rental agreement must be taken to the Convention and Visitors Bureau office to be submitted for consideration. Our staff will confirm your reservation and be available for assistance during the rental process.

## **GENERAL INFORMATION**

A **NON-REFUNDABLE** booking fee of \$100 is required to reserve an event date. City of Alton the right to change or cancel the event date in writing to the renter. Sub-leasing or sub-contracting the facility out is not permitted. The Amphitheater Commission retains the sole right to issue permission to use the amphitheater facilities.

All estimated expenses must be paid no later than **thirty (30) days** prior to event load-in, and must be in the form of a cashier's check, certified check or money order payable to City of Alton. The contract holder will be responsible for all costs associated with their event and for returning the venue back to its original state. A separate check for damage deposit is due to City of Alton at time of payment.

## **AMPHITHEATER CURFEW**

Due to the location of the facility and the importance of maintaining a positive relationship with our neighbors, all activities at the Amphitheater may not begin until 6:00am, and must end by 11:00pm on Friday and Saturday (Holidays), and 10:00pm Sunday through Thursday. Extensions to this curfew can be granted if requested in advance and only under extenuating circumstances by the Director of Parks and Recreation or his/her designee. The renter shall vacate the premises no later than 1:00am on Friday and Saturday (Holidays), and 12:00am Sunday through Thursday.

City of Alton reserves the right to stop any event if curfew is not adhered to.

## **FOOD & BEVERAGE DO WE ALLOW ANY F & B FOR WEDDINGS?**

The City of Alton has exclusive rights to all food, beverage, soda products and water sales at all events through contract with Pit Stop Concessions. The City of Alton has contracted exclusive rights for all alcohol sales on premise with Fritz Distributing. All beverages must be dispensed in approved containers. No glass bottles may be dispensed. **All alcohol sales must cease 30 minutes prior to the end of the event. If event is rain delayed beer sales shall cease no later than 11:00 p.m.**

## **PARKING/VEHICLES**

A limited parking area will be available on the east side (front area of Marina parking lot). No vehicles will be allowed to park/move about on the grass area or emergency roadway.

Overflow parking can be made available for your event, and shuttle buses can be arranged, at the renter's expense.

Roadway from the south and east parking areas must always have two lanes open at all times for emergency vehicle access to this venue.

## **CLEANING**

The City of Alton and Park & Recreation Department reserves the right to determine cleaning requirements for each event. \$25 cleaning charge applies.

- Porta Potties if used, must be located in approved areas. All tables that are rented will be cleaned and folded for pick up at the end of the event.
- Seating, parking and lawn areas must be free of all debris and returned to its original state.

## **RULES & REGULATIONS**

- No alcohol allowed in park unless approved by Alton City Council.
- All events must comply with local and state laws.
- No unauthorized person shall carry and or discharge any firearms, weapons, or fireworks on park property
- You must be 21 years of age to rent any park facility.
- Amplified sound in Riverfront Amphitheater must be moderated and controlled. Event area must be restored to its original set up once the event is over.
- The Riverfront Amphitheater is an outdoor venue; therefore, no refunds or rescheduling are allowed due to weather.
- Clients are not allowed to attach banners or decorations to lights, trees, fountain or turf areas.
- No unauthorized (hard) coolers, glass, or confetti is allowed on park property.
- Do not dump ice on plants or grass areas.
- No driving on sidewalks.
- No unauthorized vehicles are permitted on Amphitheater sidewalks.
- Park only in designated parking areas. (Parking on grass will result in ticket and/or tow.)
- Abusive or profane language/behavior is not permitted.
- Posted speed limit on park grounds is 20 MPH.
- No unauthorized pets allowed during scheduled events.
- No overnight parking or camping allowed on Park property without written permission.
- Please do not litter, several trash receptacles are available throughout the park for your use.
- Emergency lane must always be provided on loop road around the park.
- No staking or tents allowed without written consent from the Park and Recreation office at least one (1) week prior to event or designated at the walkthrough to prevent damage to the irrigation system.
- The renter may not make any changes to the existing facilities' electrical, plumbing, building, landscaping, fountain or design in any way.

## **INSURANCE INDEMNIFICATION DO WE NEED THIS FOR WEDDINGS?**

The Renter shall indemnify, defend and save harmless The City of Alton and Alton Park & Recreation Department, Alton Regional Convention and Visitors Bureau and Liberty Bank from any and all injuries (including death), property damage and other claims, liabilities, losses and causes of action arising out of any negligent act or omissions by City of Alton and Park & Recreation Department and the Renter during the use of the facilities by Renter or those acting under the authority of the Renter, including participants and spectators in the connection with the Renters activities in and on the site.

**FEE SCHEDULES AND DEPOSITS**

Non-refundable booking fee to secure date is \$100.00-due with rental contract/agreement.

**FEE SCHEDULE FOR AMPHITHEATER WEDDINGS**

**Weddings (2 hours)**

Full Facility Rental Fee	\$500
Non-Refundable booking fee	\$100
Refundable damage deposit	\$250
(due with separate check upon final payment)	

**There are many hard costs associated with every event held at the Amphitheater. Renter will pay all actual expenses associated with the event. See list below.**

**ALL RATES ARE SUBJECT TO CHANGE**

**REQUIRED EXPENSES**

Stage Electricity (wedding only 2 hours)	\$100
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**Set-up/post-event Charges**

Wedding clean-up	\$25
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**Damage deposit charges**

- (To cover actual damages & rules infractions/violations)
- \$100 --driving on sidewalk/per incident
- \$50 --dumping ice on grass, safety violations--power strips, fire ext. etc
- \$50 --vendor clean-up, parking violations (unauthorized areas/towing fees)
- Plus any actual cost for any additional property damages

**OPTIONAL EXPENSES (as applicable)**

-Porta-potty	\$65 each
-Steps to stage (weddings/graduation only)	\$25
-Trailer usage for bridal party	\$50

**ALTON RIVERFRONT AMPHITHEATER  
Rental Agreement Weddings**

**Renter's Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Times: from** \_\_\_\_\_ **to** \_\_\_\_\_ **(2 hours)**

**Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Bride's Name:** \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

( ) ( ) ( )

**Day phone number**                      **Evening number**                      **Emergency number**

( ) ( ) ( )

**Mobile number**                      **Mobile used at wedding**                      **fax**

Is this the first time you have rented the Alton Riverfront Amphitheater \_\_\_\_yes \_\_\_\_no.

Date presented/approved by Amphitheater Commission: \_\_\_\_\_

**RENTAL AGREEMENT REQUIRED SIGNATURE**

By my signature, I agree to comply with all the rules and regulations, laws and ordinances of the City of Alton and Alton Park & Recreation Department in the regard to the rental and or use of the facilities and I agree to the above indemnification. **This contract will be considered invalid unless all stipulations, conditions, rules and requirements are met.**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

*Please retain a copy of this application for your records.  
Please remember to include the \$100.00 NON-REFUNDABLE DEPOSIT payment to:  
Alton **Parks and Recreation Department**. Submit to Convention and Visitors Bureau,  
200 Piasa St., Alton, IL 62002 to secure event date. A copy of your signed contract will  
be available upon request at the CVB office within 10 working days after full payment  
received for rental contract.*

**FOR OFFICE USE ONLY**

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Date deposit received \_\_\_\_\_ Date balanced received \_\_\_\_\_

Damage fee date received \_\_\_\_\_ attach copy of check to this sheet  
(separate check \$1,500 )

CVB staff signature and date: \_\_\_\_\_

Walkthrough date & time scheduled w/APR department: \_\_\_\_\_  
(10-14 days)

City Comptroller signature \_\_\_\_\_ date of COI \_\_\_\_\_  
(30 days)

Advertisement Due date: \_\_\_\_\_

**\*\*\*Please attach copy of Renters Driver's License\*\*\***



