



# Libertyville Events Center

## Rental Procedures

The Libertyville Sports Complex is an ideal location to host your event. With diverse facilities, ample parking and an experienced and professional staff, we can help you create a truly memorable experience.

1. Please fill out rental application (available at main desk in the Sports Complex or online).
2. A Sports Complex representative will be in contact with you within 5 business days about your event.
3. When event is confirmed a letter of agreement will be sent for review, signature, and deposit.
4. All rentals are confirmed with a detailed agreement form listing event schedules, fee structure, cancellation policy, and meeting dates.

### **Please Note:**

1. All participants are required to fill out a waiver and release form prior to participation in activities.
2. Outside services using the facility must provide a certificate of insurance naming the Village of Libertyville as additional insured.
3. Rental groups shall be financially accountable for any unforeseen expenses incurred by the Village of Libertyville resulting from misuse or negligence on the part of the rental group and/or guests.

### **Sports Floor**

- 60,000-110,000 sq. ft. indoor sports floor (volleyball, basketball, soccer, floor hockey, etc.)
- Use of Lake County's largest Climbing Mountain-28 feet high with 16 belay stations
- Hourly fees include sports equipment, table and chairs
- Additional fees can include staffing, set up and takedown times, additional equipment
- Customized events are available (rates negotiable) for complete facility buy-outs and recreation staff to lead games, activities, dance, and mini-Olympic events
- Seating Capacity up to 1500 (tables and chairs are included for up to 200 guests)

### **Banquet Rooms**

- Accommodate seating for 32-96 guests
- Tables and chairs are included for up to 96 guests
- Banquet area may be set on the sports floor for seating groups over 96-200 (table and chair rental additional)
- Rentals based on hourly rates and must include time for set-up, decorating, and clean-up

### **Catering**

- Events choosing to use a caterer other than those on the Sports Complex's preferred list may be subject to a 10% food and beverage fee from the outside caterer list-please contact Randy Splitt at 847-367-3006

### **Reservations**

- Contact Randy Splitt at 847-367-3006 for facility tours and reservations
- Reservations may be booked up to 24 months in advance

### **Deposit/Cancellation Penalties**

- 50% of the total rental fee is due at the time of booking-remaining balance included on permit.
- A detailed agreement form listing event schedules, fee structure, cancellation policy and dates is provided with the booking permit.



## Libertyville Events Center Room Rental Prices

### \*Equipment Rental Fees\*

Podium	N/C
Easel	N/C
Overhead Projector/Screen	\$45
Screen	\$25
Dry Erase Board/Markers	\$20
Flip Chart/Markers	\$20
PA System/Microphone	\$25
TV/VCR/DVD	\$50
Conference Call Phone	\$50
LCD Projector/screen	\$100
WIFI Available	

### Room 2

(Capacity 30) \$45 per hour

### Room 3

(Capacity 30) \$45 per hour

### Room 4

Hourly Rate \$65 per hour

Room Set-Up Capacity:

- Conference Style/32
- Theater Style/75
- Classroom Style/40
- Banquet Rounds/48

### Room 5

Hourly Rate \$65 per hour

Room Set-Up Capacity:

- Conference Style/32
- Theatre Style/75
- Classroom Style/32
- Banquet Rounds/48

### Rooms 4-5

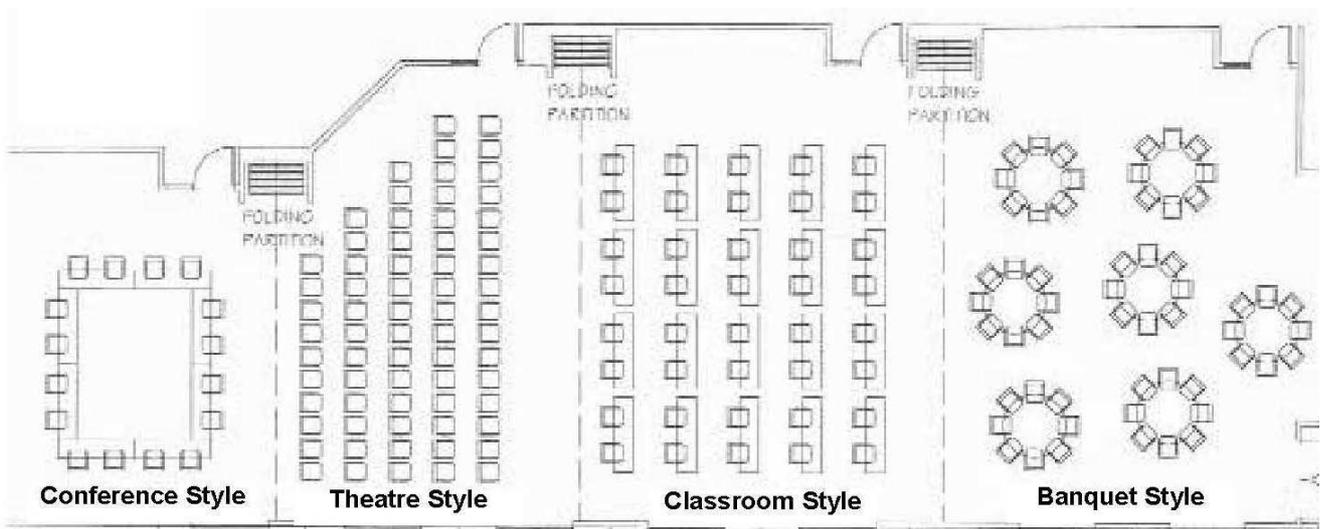
Hourly Rate \$100 per hour

Room Set-Up Capacity

- Banquet Rounds/200
- Theatre Style/150

\*All Rooms have a 2 hour minimum rental\*

## Room set up



1950 N. Highway 45  
Libertyville, IL 60048

847-367-1502 fax: 847-362-0815



# Libertyville Events Center

## Surface Rental Prices

The sports floor offers 100,000 square feet of flexible space for larger events such as expos, indoor corporate picnics, or events requiring stadium seating. Whether you are looking for organized team building activities or open play days, the Libertyville Sports Complex is a great location to host any type of group event.

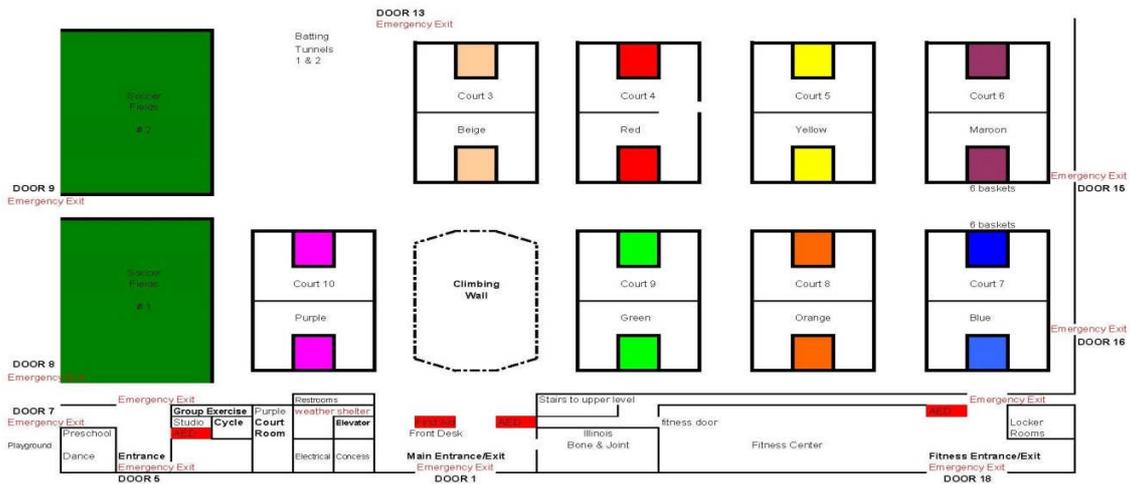
### April-September

Soccer Fields	\$160/hour
Basketball Courts	\$75/hour
Batting Cages	\$55/hour
Climbing Wall	
Standard	\$250/hour

### October-March

Soccer Fields	\$195/hour
Basketball Courts	\$95/hour
Batting Cages	\$55/hour
Climbing Wall	
Standard	\$250/hour

**Specialty pricing available for groups renting multiple courts on multiple dates.**



MAIN FLOOR LEVEL

**Team Building:** The Sports Complex staff will help you set up and run Team Building activities ideal to both motivate and excite your employees.

**Corporate Event Days:** Reward your employees with a both fun and relaxing day of play!  
*Packages start at \$6 per activity and can include:* Indoor Field, Basketball/Volleyball Court, The Golf Driving Range, Batting Cages and Climbing Mountain.

**Perfect for Group Outings, School Groups, Scouts and Sports Teams**

**For additional information please contact:  
 Randy Splitt at 847-367-3006 or [rsplitt@libertyville.com](mailto:rsplitt@libertyville.com)**

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