

**PARK DISTRICT OF CHICAGO HEIGHTS
2021 BANQUET ROOM RENTAL AGREEMENT**

EVENT REQUEST

Location: East / West		Event Date.: / / 2020	Event Day:	Event Time:
Event:	No. Guests:	Extra's:	Bar:	

AGREEMENT INFORMATION

Renter of Room (Please Print):		Organization:	Today's Date:
Phone # - home work cell:	Phone # - home work cell:	Email:	
Street Address:	City:	State:	Zip Code:

By signing below, I agree to follow ALL Park District Rules & Regulations governing use of the Banquet Room and recognize I am responsible for actions of myself and my guests. Should I or my guest fail to follow Park District rules and guidelines outlined in the Banquet Rental Agreement, perform adequate clean-up, or if damage occurs to Park District property, I understand that I will be billed at full cost of the overhead for clean-up and repair. In addition, such failure may result in the denial of future banquet room rental. _____ (Initials)

The deposit is **50% of the rental and is non-refundable**. No dates may be saved without a full deposit. _____ (Initials)

The balance is due 30 days prior to the event.

Rental period is for **6 hours**. This is the time allowed for entry to the building, until everyone must be out of the building.

The bar and entertainment must end **approximately 1 hour prior to end time**. Additional hours may be purchased @ **\$100 per additional hour**, but not later than one week before the scheduled events. _____ (Initials)

Decorating: Flowers, centerpieces, candles in glass holders and balloons are all permissible. Please no small cut-outs, glitter or scatter pieces. Nothing may be taped or tacked to the walls or ceiling. Lighting may be dimmed but not turned off. **Furniture cannot be moved**. A **\$200 dollar damage deposit** plus all fees accrued will be assessed to the rental. _____ (Initials)

We have a full-service bar at each of our banquet locations, for you and your guests 21 years of age and older to enjoy. It is NOT permissible for anyone to bring any alcohol on to our premises. _____ (Initials)

Bar Options: Cash bar - you and your guests pay for drinks as ordered. Tab bar - you select the offerings, provide a credit card in advance and pay the pre-determined time or dollar amount with a 15% gratuity included. _____ (Initials)

Minors must be accompanied by adult chaperones.

There is ABSOLUTELY no access or use of the kitchen.

Ice may be available at our discretion, dispensed by an employee. _____ (Initials)

West Banquet Room: 1112 Scott Avenue (@ Country Club Rd), Chicago Heights, IL 60411

Seats 50 people, chairs are provided. White linens tablecloths may be added for an additional \$100 rental fee upon availability.

East Banquet Room: 315 Chicago Heights, Glenwood Road, Chicago Heights, IL 60411

Seat 25 people, chairs are provided. White linens tablecloths may be added for an additional \$50 rental fee upon availability.

Rental Applicant Signature: _____

Golf Course Representative: _____

PAYMENT INFORMATION

Rental Amount

\$

	Date	Amount Paid	Payment Method	Initials
Deposit	_____	_____	_____	_____
Balance	_____	_____	_____	_____
Add. Payment	_____	_____	_____	_____

NOTES & EXTRA'S:

**CHICAGO HEIGHTS PARK DISTRICT
2021 BANQUET ROOM RENTAL AGREEMENT**

	EAST	Monday thru Thursday	WEST	Monday thru Thursday
	Friday-Sunday	Friday-Sunday	Friday-Sunday	Friday-Sunday
January	\$600	\$500	\$800	\$700
February	\$600	\$500	\$800	\$700
March	\$600	\$500	\$800	\$700
April	\$600	\$500	\$800	\$700
May	\$600	\$500	\$800	\$700
June	\$600	\$500	\$800	\$700
July	\$600	\$500	\$800	\$700
August	\$600	\$500	\$800	\$700
September	\$600	\$500	\$800	\$700
October	\$600	\$500	\$800	\$700
November	\$600	\$500	\$800	\$700
December	\$600	\$500	\$800	\$700

BUSINESS MEETINGS

East \$300

West \$400

Monday thru Thursday

Rental up to 4 Hours

Must end by 3 PM