



PARK DISTRICT OF CHICAGO HEIGHTS

SOCIAL ROOM PERMIT APPLICATION

SUBMIT APPLICATION TO:
1400 Chicago Road
Chicago Heights, IL. 60411
708 755-1351
chparkdistrict.net

APPLICATION INFORMATION				
MAIN CONTACT	ORGANIZATION	TODAY'S DATE		
STREET ADDRESS				
CITY		STATE	ZIP CODE	
PHONE	CELL PHONE	EMAIL		
PERMIT REQUEST				
PURPOSE	DATE OF EVENT	START	END	NO. ATTENDING
SOCIAL ROOM RULE AND REGULATIONS				

By signing below, I agree to follow ALL Park District Rules & Regulations Governing Use of Social Room and recognized that 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 permit agreement, perform adequate clean-up, or if damage occurs to Park District property, I understand that I will be billed at full cost of overhead for clean-up and repair. In addition, such failure may result in the denial of future approval for a social room permit and refund revoked. ALL FEES ARE DUE UPON SIGNING PERMIT.

- 1. CHICAGO HEIGHTS RESIDENTS/NON RESIDENTS WILL BE ALLOWED TO RESERVE SOCIAL ROOM**
- 2. A \$10.00 NON-REFUNDABLE ADMINISTRATIVE FEE IS DUE UPON BOOKING SOCIAL ROOM. A HOURLY FEE IS ALSO DUE UPON BOOKING EVENT AT THE FOLLOWING RATE:
RESIDENTS \$35.00 PER HOUR NON RESIDENT \$45.00 PER HOUR
(FEE INCLUDE PREPARATION AND CLEANING TIME)**
- 3. SOCIAL ROOM PERMIT REQUEST IN EXCESS OF OVER 75 PERSONS SHALL NOT BE GRANTED.**
- 4. NO ALCOHOLIC BEVERAGES OF ANY KIND ARE ALLOWED OF ANY KIND ALLOWED IN BUILDING/PREMISES**
- 5. NO WEDDING RECEPTIONS ARE ALLOWED, NO DJ, NO AMPLIFIERS, STEREO EQUIPMENT, LIVE BAND, ETC**
- 6. ANY PERMIT CANCELED OR UNUSED FOR ANY REASON WITHIN 10 WORKING DAYS SHALL NOT BE ELIGIBLE FOR REFUND OR CREDIT.**

PERMIT HOLDER SIGNATURE _____

SUPERINTENDANT SIGNATURE _____

PAYMENT INFORMATION

PAYMENT METHOD:

Date: _____ Admin Fee _____ Credit Cash Receipt # _____
 Date: _____ Park Fee _____ Credit Cash Receipt # _____
 Total _____

Initials _____

