

Village of University Park
Parks and Recreation Department
90 Town Center Drive Facility Rental Agreement

Rental Date: _____ Have you been here before? Yes ___ No ___
Organization Name: _____
Name of Applicant (Responsible Party): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone # Daytime: _____ Evening: _____ Emergency: _____
Email Address: _____
Type of Activity: _____
Time Required: From _____ To _____ Day of the Week: _____
Additional Request: _____

Non-Refundable Deposit Fee: \$75.00 (Rental is not secured until deposit payment is paid)

Maximum # attending: _____
Facility Rental Hourly Fee (Non Residents):\$ _____ per total Hours _____ = \$ _____
Facility Rental Hourly Fee (Residents only):\$ _____ per total Hours _____ = \$ _____
Facility Rental Hourly Fee (Business/Company):\$ _____ per total Hours _____ = \$ _____
Admission Cost for Event: \$ _____
Additional Fees Hours (if needed/How many):\$ _____ Total Additional Hours _____
Total Rental Amount Due: \$ _____

I have read the reverse side of this form and understand the deposit and cancellation policies and the rules and regulations set forth. As the applicant, I further accept responsibility for informing all persons in attendance of the rules and regulations and their compliance. **The final full payment must be received (14) Fourteen days before event unless other arrangements have been arranged by the office personnel.** If final payment is not paid in full, the Parks and Recreation Department reserves the right to cancel event. **Proof of residency I.D. must accompany this form for residency rates to apply.**

Applicant's Signature

Date

Authorized Director's Signature

Date

FOR OFFICE USE ONLY

Total Due: _____ Deposit: _____ Receipt # _____ Current Balance: _____

Cash: _____ Check # _____ Date Paid: _____ Amount Paid: _____

Received by: _____ Date: _____

90 TOWN CENTER DRIVE FACILITY RENTAL PRICING

<u>All Events completed by 10:00 p.m.</u>	RESIDENTS	NON-RESIDENTS	BUSINESS
NON-REFUNDABLE DEPOSIT FEE	\$75.00	\$75.00	\$75.00
HOURLY RATE	\$40.00	\$50.00	\$60.00
EACH ADDITIONAL HOUR	\$50.00	\$60.00	\$60.00

*RENTAL INCLUDES ONLY: 10 TABLES AND 80 CHAIRS

DEPOSIT AND CANCELLATION POLICIES

1. Deposit payment to secure rental is due at the time of reservation. Reservation dates are not secure without the full deposit amount paid.
2. All final balance payment must be received (14) fourteen days before event date.
3. All security deposits are **non-refundable** in case of improper cancellation or, if less than (10) ten day notice is given, **NO EXCEPTIONS**. Refunds will be given for acts of nature cancellations.
4. If there is damage to the site, or any clean up is required by our staff to clean up, you will be charged \$35.00 an hour if necessary clean-up takes longer than 30 minutes.
5. **No signs/decorations will be allowed to be placed on walls or from the ceiling.**
6. Additional fees will be assessed if damage exceeds the deposit amount paid.

WEEKEND RENTALS:

**The key needs to be picked up at Public Works Department
on Friday before 3pm and returned on Monday from 7am-3pm**

Office hours: Monday-Friday 7a-3p (708-534-4823)

RULES AND REGULATIONS

1. Alcoholic beverages are prohibited at 90 Town Center, including parking lot.
2. Pets are **NOT** allowed inside the building.
3. **NO** glass containers allowed outside.
4. Clean up of the facility upon completion of your function is required. Garbage receptacles must be used.
5. Motor vehicles are to be parked in the parking lot.
6. Music must be kept at a reasonable sound level. We will determine what is reasonable.
7. The University Park Police Department will be doing security checks periodically. If you are experiencing any problems, let them know.
8. Please keep a copy of your signed permit and receipt to show proof of a valid rental.

CASH, CHECK OR CREDIT CARDS ARE ACCEPTED

RENTAL APPLICATION, ALONG WITH CASH OR CREDIT CARD PAYMENT, must be required if less than (10) ten days prior to Rental and must be submitted to Village Hall, 698 Burnham Drive, University Park, Illinois 60484

MAIL RENTAL APPLICATION AND MAKE CHECK PAYABLE TO: Village of University Park, 698 Burnham Drive, University Park, Illinois 60484. Payment must be received at least ten (10) days prior to the event. For further information, please call (708) 534-6456 or (708) 534-4837

General Ledger Account # 100.328.003

Revised 5/13/2016