

BEDFORD PARK DISTRICT

2018 Facility Rental Form

6652 S. 78th Ave., Bedford Park, IL 60501 • (708) 458-1433 • www.bedfordparkdistrict.org

Rental Day/Date:	Rental Time:
Name:	Contact Phone:
Address:	Security Deposit Amount:
Email:	Rental Fee: **
Type of Party:	Rental Room:
Number of Guests:	Employee/Date:

RENTAL FEES:

Auditorium – rental includes use of lounge, patio and kitchen.	Oak <i>Includes alcohol liability insurance.</i> \$200 Security deposit		Maple <i>No alcohol.</i> \$200 Security deposit	
	<i>NR</i>	<i>R</i>	<i>NR</i>	<i>R</i>
1 - Max 80 Guests	\$675	\$550	\$375	\$275
2 - Max 120 Guests	\$750	\$575	\$425	\$300
3 - Max 160 Guests	\$825	\$600	\$475	\$325

Garden/Sunset Rooms	Oak <i>Includes alcohol liability insurance.</i> \$100 Security deposit		Maple <i>No alcohol.</i> \$100 Security deposit	
	<i>NR</i>	<i>R</i>	<i>NR</i>	<i>R</i>
Max 65 Guests	\$450	\$395	\$250	\$195

Board Room – (room to remain as set)	
Max 15 Guests	\$25 per hour
Max 16-30 Guests	\$35 per hour

Courtyard Ceremony - \$100 (up to 40 chairs). Additional chairs at \$1.00 each.

*** Residents must present proof of residency (driver's license or state ID **and** current utility bill) to receive resident discount. Resident must be present for the entire party to qualify as a resident rental.*

RENTAL POLICIES:

- Security Deposit payable in cash only (separate from rental fee). All other fees can be paid by cash, check or cashier's check. Checks made payable to Bedford Park District.
- Final payment due 30 days prior to event.
- Rental includes set up and take down of tables/chairs to accommodate final guest count and up to 5 additional tables for food, cake, gifts, DJ, etc. Additional tables available at \$8 each.
- Final floor plan available one week prior to event and requires renter's approval. Changes after set up incur additional \$50 fee.
- Cancellation Policy:

30 days or more prior to event	50% Refund of deposit
14-29 days prior to event	25% Refund of deposit
Less than 14 days prior	Deposit forfeited
- Rental times include a five hour party with an additional two hours for set up and 30 minutes for clean-up. Additional time needed may be available at a rate of \$50 per hour and must be scheduled at least 3 days prior to event to accommodate employee scheduling. Friday and Saturday night events must conclude no later than midnight and Sunday night events must conclude no later than 10:00PM
- Renter must be present at function at all times or deposit will be forfeited.
- Bedford Park District reserves the right to refuse rental for just cause and park sponsored activities have priority in all facilities.
- The following items are **NOT** allowed – smoke machines, confetti, confetti guns, sports equipment including Frisbees, balls, corn hole bag games, etc., cooking/grilling on courtyard, inflatables in building, and hard liquor.
- Pull string pinatas only.
- Blinds are remote control - ask for assistance to adjust. **DO NOT TOUCH!**
- Rentals that include alcohol liability package allow for beer and wine only. **No hard liquor.** Any party that provides hard liquor voids their alcohol liability insurance policy and forfeits their entire deposit. Vomit clean up \$75.
- Alcohol served without purchase of the alcohol liability package will result in immediate cancellation of party. All guests will be evacuated with no refund of security deposit or pro-rated rental fee.
- All materials/decorations brought into room must be removed at end of rental. No decorations may be tacked or taped to walls or beams.
- All loud music must conclude by 11:30PM on Friday or Saturday night and 10:00PM on Sunday night as the facility is in a residential area. – **NO BANDA'S ALLOWED**
- Deposit may not be used to extend length of the event.

General rules and regulations required for return of security deposit. BPD reserve the right to hold security deposit for 48 hours.

- Kitchen must be cleaned and wiped dry.
- All trash must be placed in appropriate receptacles. It is the responsibility of renters to deposit all trash in containers **OUTSIDE** of event room on concrete pad.
- Any group which does not have adequate supervision or fails to maintain discipline will be asked to leave. If security or local police is called, deposit may be forfeited.
- Must not exceed the category maximum for room package rented.
- No damage to or missing Bedford Park District property.
- Facility vacated at conclusion of 30 minute clean up time.

Renters Consent and Signature: I shall indemnify and hold harmless the Bedford Park District from any and all claims, demands, actions, or suits arising out of or in connection with rental. I, as the authorized renter, have read, understand and accept all of the information stated on the front and back of this contract, in its entirety, and agree to abide by it.

Signature _____ Date _____

(Must be 21 or older to rent this facility)