

BEDFORD PARK DISTRICT

2023-24 Facility Rental Form

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

Rental Date:	Event set up (2 hrs): Event Hours (5 hrs): Clean up (1/2 hr):
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> \$300 Security deposit NR R	Maple <i>No alcohol.</i> \$300 Security deposit NR R		FEES:
Max 80 Guests	\$1500 \$600	\$1000 \$400		\$
Max 120 Guests	\$1750 \$700	\$1125 \$450		\$
Security Fee (\$50hr x 5 hours minimum)	\$ 250 \$250			\$
			TOTAL	\$

Sunset Room	Oak <i>Includes alcohol liability insurance.</i> \$100 Security deposit NR R	Maple <i>No alcohol.</i> \$100 Security deposit NR R		FEES:
Max 64 Guests	\$600 \$425	\$400 \$225		

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

Courtyard Ceremony	FEES:
\$150 (up to 40 chairs). Additional chairs at \$1.00 each.	

- Security Fee: Oak Package requires security (min. 5 hours @ \$50 per hour)

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

RENTAL POLICIES:

- Security Deposit payable in cash, check or credit card (separate from rental fee). All other fees can be paid by cash, check or credit card. Checks made payable to Bedford Park District.
- Final payment due **no less than 3 weeks** prior to your 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. **Saturday night events must conclude no later than 10:00PM and Sunday night events must conclude no later than 8:00PM.**
- 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. Any and all policies can change at the discretion of the Bedford Park District with no notice.
- 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, tape on walls 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 and guests will be evacuated with no refund of security deposit or pro-rated rental fee. Security detail is required for all parties serving alcohol. 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 10:00PM on Saturday night and 8:00PM on Sunday night as the facility is in a residential area. – **NO FESTIVAL BANDS ARE ALLOWED.**
- Deposit may not be used to extend length of the event.

General rules and regulations required for return of security deposit. (*Security deposits will be issued via mail to renters address within one month of the event date.*)

- 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. Security is required for all parties serving alcohol.
- 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)