



Village of Hazel Crest Rental Request

villageofhazelcrest.com

Circle rental choice:

- Senior Room
- Meeting Room
- Family Center

Cash security deposit required

No refunds for cancellations without 72 hour notice

Today's Date _____

Date Requested _____

Name _____

Activity/Event _____

Address _____

3 hour minimum: Must include set up & clean up time

City/State _____ Zip _____

Entry Time _____

Cell Phone _____

Exit Time _____

Email _____

Anticipated Attendance _____

Driver's License # _____

Organization Name _____

License Expiration Date _____

*Will there be an admission fee? _____ How much? _____

Valid driver's license matching address above is required.

I have read, fully understand, and agree to the provisions as listed on the Village of Hazel Crest Terms of Rental. I agree to indemnify, hold harmless and defend the Village from and against all personal injuries and/or loss of personal property sustained by the applicant's attendees arising out of the facility use applied for under the Village of Hazel Crest Terms of Rental. **I accept responsibility to clean the room(s) and for any damage caused to the room(s). Further, I understand that no refund will be given if written notification of rental cancellation is not provided to the Village (Community & Business Relations Department contact) within 72 hours of the scheduled rental time or if the building is not returned to the pre-rental condition.** If additional staff is required, additional fees will apply for your rental. For any reason or if police/fire are called, your deposit will be forfeited automatically, and appropriate fees will be charged. (See terms of rental). No alcohol is allowed. Violation will forfeit all deposits.

Signature: _____

(If the event is for a not-for-profit organization, the application must be signed by the organization president).

Title: _____ Date: _____

All cancellations must be confirmed with the village at least 72 hours in advance of the rental date OR deposit is non-refundable.

	Rental Rates (Deposit)	Resident Rates (Deposit)	*Cash Security Deposit Required
Senior Room	\$150/hour (\$250)	\$100/hour (\$300)	\$_____ cash deposit was paid on _____
Meeting Room	\$100/hour (\$300)	\$50/hour (\$150)	\$_____ cash deposit was paid on _____
Family Center room only	\$100/hour (\$300)	\$50/hour (\$150)	\$_____ cash deposit was paid on _____
Room and two bays	\$300/hour (\$300)	\$150/hour (\$300)	\$_____ cash deposit was paid on _____

Amount Paid _____ Date paid _____ **Final payment of \$_____ is due on _____**
 _____Cash _____Check _____Visa/MC **If payment is within 30 days of event, you must pay cash. No exceptions.**

**The deposit is nontransferable.*

Please note: Reservations are done at the discretion of the Village of Hazel Crest. In the event of a scheduling conflict, village related events/programs will prevail. The Village reserves the right to cancel any reservation, as necessary, due to unforeseen circumstances (i.e. a building or weather-related emergency). In the event of a conflict, the following will prevail: 1) Village board and staff meetings, 2) Village initiated events & meetings including commission meetings, 3) Other agencies of government, 4) Meetings for not-for-profit community groups and organizations whose aims are for educational, cultural or civic purposes.