



# Village of Hazel Crest Rental Request

villageofhazelcrest.org

- Circle Rental Choice:
- Banquet Room (& Terrace)
  - Training Room

**Security deposit required to book room**

**No refunds for cancellations without 72 hour notice**

Today's Date \_\_\_\_\_

Date Requested \_\_\_\_\_

Name \_\_\_\_\_

Activity/Event \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_

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 Dept) within 72 hours (three business days) of the scheduled rental time or if the space is not returned to the pre-rental condition.** For any reason if police are called, your deposit will be forfeited, and appropriate fees will be charged. (See terms of rental).

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.

Banquet Room	Rental Rates (Deposit)	Resident Rates (Deposit)	*Security Deposit Required
Mondays-Thursdays 6:00 to 10:00pm	\$700 (\$300)	\$600 (\$300)	\$_____ deposit was paid on _____
Fridays: 6:00 to 11:00pm	\$800 (\$300)	\$675 (\$300)	\$_____ deposit was paid on _____
Saturdays: <i>five-hour rental</i> 10:00am - earliest entry time; 11:00pm - latest exit time	\$800 (\$300)	\$675 (\$300)	\$_____ deposit was paid on _____
Sundays: noon to 5:00pm	\$800 (\$300)	\$675 (\$300)	\$_____ deposit was paid on _____

*Half room rates available for Banquet Room on Fridays/Saturdays/Sundays (only).*

Tablecloths available for additional charge of \$50. *Black/Ivory/White* \_\_\_\_\_ tablecloths; add \$50 \_\_\_\_\_

**Training Room:** \$100/hour (*with two hour minimum*) \$100 security deposit \$\_\_\_\_\_ deposit was paid on \_\_\_\_\_

Amount Paid \_\_\_\_\_ Date paid \_\_\_\_\_ **Final payment of \$\_\_\_\_\_ is due on \_\_\_\_\_**  
 \_\_\_ Cash \_\_\_ Check \_\_\_ Visa/MC **If paying within 72 hours of event, you must pay cash. No exceptions.**

*Note: Reservations are 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. building or weather-related emergency). In the event of a conflict, the following will prevail: 1) Village board/staff meetings, 2) Village initiated events/meetings including commission meetings, 3) Other agencies of government, 4) Meetings for non-profit community groups/organizations whose aims are for educational, cultural or civic purposes.*