



Village of Hazel Crest Rental Request

villageofhazelcrest.com

Circle rental choice:

- Senior Room
- Meeting Room
- Family Center

Security deposit required to book room

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 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) | *Security Deposit Required |
|------------------------|------------------------|--------------------------|-----------------------------------|
| Senior Room | \$150/hour (\$250) | \$100/hour (\$300) | \$_____ deposit was paid on _____ |
| Meeting Room | \$100/hour (\$300) | \$50/hour (\$150) | \$_____ deposit was paid on _____ |
| Family Center: | | | |
| Front Room <i>only</i> | \$100/hour (\$300) | \$50/hour (\$150) | \$_____ deposit was paid on _____ |
| Room & two bays | \$300/hour (\$300) | \$150/hour (\$300) | \$_____ 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 non-transferable.*

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.