



villageofhazelcrest.org

Village of Hazel Crest Rental Request

Check Rental Choice:	
<input type="checkbox"/>	Banquet Room & Terrace
<input type="checkbox"/>	Training Room
<input type="checkbox"/>	Senior Auditorium

Cash security deposit required

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.

Banquet Room: 4 hour minimum
Training Room: 2 hour minimum
Senior Auditorium: 3 hour minimum
Must include set up & clean up time
Entry Time _____ Start/Exit Time _____

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 (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 automatically, 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: _____

Banquet Room Rental	Nonresident (Deposit)	Resident (Deposit)	*Security Deposit Required*
Mondays-Thursdays 6:00pm to 10:00pm	\$300/Hr (\$300)	\$250/Hr (\$300)	\$_____ deposit was paid on _____
Fridays: 6:00 to 11:00pm	\$300/Hr (\$300)	\$250/Hr (\$300)	\$_____ deposit was paid on _____
Saturdays: Any 4hrs 10:00am – 11:00pm	\$300/Hr (\$300)	\$250/Hr (\$300)	\$_____ deposit was paid on _____
Sundays: Noon to 5:00pm	\$300/Hr (\$300)	\$250/Hr (\$300)	\$_____ deposit was paid on _____
Additional Hours: (Sat. & Sun)	\$150/Hr	\$125/Hr	Add'l Hours costs: _____

Room rates ONLY for Banquet Room

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

Senior Auditorium \$200/Hr (\$300) \$150/Hr (\$300) \$_____ deposit was paid on _____
(3000 W. 170th Place)

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.**

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.