



# HAZEL CREST PARK DISTRICT

2600 W. 171<sup>st</sup> Street  
Hazel Crest, Illinois 60429  
Telephone: 708-335-1500  
Fax: 708.335.0355  
www.hazelcrestpark.org

Completion of Rental Contract will be conducted by Customer Service to ensure accuracy of rental details.

Date of Application: \_ \_ / \_ \_ / \_ \_ \_ \_

Rental Date: \_\_\_\_\_

Rental Day: Friday & Saturday

Rental Hours: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
1 Hr. Set-up (N/C): \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

## Rates/Terms

Effective March, 2022

**RENTALS DAYS/TIME:** Monday-Friday – 2pm-10pm  
Saturday – 2pm-10pm  
Sunday – 2pm-6pm

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Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone of Applicant: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Facilities*	Max. Attendees	Fee/Hour R/NR	Deposit (Refunded)	Total Fees w/Deposit R/NR 3 HRS	Total Fees w/Deposit R/NR 4 HRS	Total Fees w/Deposit R/NR 5 HRS
<input type="checkbox"/> Banquet Room 2600 W 171 <sup>st</sup> Street, HC	75	\$140/\$170	\$100	\$520/\$610	\$660/\$780	\$800/\$950
<input type="checkbox"/> Recreation Center 2701 W 170 <sup>th</sup> Street, HC	100	\$90/\$110	N/A \$90	Min. 2 Hours \$270/\$310	3 Hours \$360/\$420	4 Hours \$450/\$530

**A PRELIMINARY FACILITY RESERVATION IS ONLY AVAILABLE AT HAZELCRESTPARK.ORG TO SECURE YOUR DATE AND REMIT YOUR REQUIRED SECURITY DEPOSIT WITH THE USE OF A CREDIT CARD.** Completion of the Room Rental Contract requires a visit to our Community Center to finalize details. Contact Customer Service to schedule a time to complete your rental contract, provide room set-up instructions and receive rental payment details. All customers without computer access should contact Customer Service for assistance.

Rental/Event Description : \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

# of Round Tables: \_\_\_\_\_ (Seating) # of Rectangle Tables: \_\_\_\_\_ (Seating) # of Non-Seating Rectangle Tables: \_\_\_\_\_

# of Chairs per Round Table: \_\_\_\_\_ # of Chairs Per Rectangle Table: \_\_\_\_\_ Kitchen ☐ Yes ☐ No

Applicant agrees to read and adhere to all regulations as required by the Hazel Crest Park District.

**A \$20.00 administrative fee will be charged if cancellation occurs at any time.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only ☐ Non Profit ☐ 501c3 Verification

Total Fees + Deposit: \$ \_\_\_\_\_ = Number of Paid Hours: \_\_\_\_\_ X Hourly Rate: \_\_\_\_\_

Deposit Amount: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Method: In Person: \_\_\_\_\_ Online: \_\_\_\_\_

## PAYMENT PLAN

1st Payment \$ \_\_\_\_\_  
Balance Due: \$ \_\_\_\_\_

Date Rec'd: \_\_\_\_\_ Method: In Person \_\_\_\_\_  
Online \_\_\_\_\_

PAYMENT PLAN: Weekly Payment Due Friday of Each Week: \$260

Final Payment Amount (14 Days Prior): \$ \_\_\_\_\_ Date Rec'd: \_\_\_\_\_ By: \_\_\_\_\_ (INIT)

072021(lal)

## RULES & STATEMENT OF POLICY GOVERNING USE OF HAZEL CREST PARK DISTRICT FACILITIES

- 1) The Hazel Crest Park District shall assume no responsibility for any accident or loss of property. The rental group shall hold the Hazel Crest Park District board and staff harmless for any costs or liability resulting from the group's activities and programs.
- 2) The applicant shall assume complete responsibility for any damages to the building and its facilities. Breakage or loss, if any, will be repaired or replaced promptly. If the Hazel Crest Park District repairs or replaces any property, the renter will be charged the cost of the materials and labor paid by the Hazel Crest Park District.
- 3) Regulations for Minors
  - All attendees under the age of 21 must be accompanied by one adult chaperone for each ten minor attendees. No minors will be allowed to enter the rented area without adult supervision as determined by the Hazel Crest Park District.
  - Adult chaperones are required to be present throughout the rental hours.
  - Executive Director must approve all rentals involving minor attendees.
- 4) No **ALCOHOLIC BEVERAGES** are allowed on any park district property.
- 5) All facilities are non-smoking.
- 6) Groups may be permitted to set-up or decorate (at no charge), one hour prior to the rental provided there is no conflict with a park district program or other rental group.
- 7) Decorations may not deface or damage any portion of the rental space and must be removed completely following the event. Tape or adhesives may not be affixed to wood or metal trim.
- 8) All kitchen equipment used by rental groups must be cleaned and put away.
- 9) No gambling is allowed including lotteries, raffles and bingo.
- 10) No **ADMISSION** can be charged.
- 11) The facility should be left in an orderly and clean condition.
- 12) Only vehicles with handicapped designation may park in handicapped spaces.
- 14) A rental can be cancelled if music is played at high volume or determined to be inappropriate for a Park District facility.
- 15) A rental can be cancelled if not being utilized for the purpose specified on the contract.
- 16) Permission to use a facility will be denied or revoked from any group at the discretion of the Hazel Crest Park District.
- 17) Cancellation of a rental request is required no less than (30) days prior to the reservation date and must be submitted in writing via email or in-person during office business hours.
- 18) All rentals must vacate the building by rental end time.
- 19) Rental agrees to abide by all Hazel Crest Park District ordinances, rules and procedures pertaining to the use of the Hazel Crest Park District facilities.
- 20) The Hazel Crest Park District welcomes participation in all programs and activities by individuals with disabilities and special needs. The Park District is committed to inclusion and providing public recreation services in the most integrated setting in which interaction between people with and without disabilities is provided to the maximum extent feasible. If you or your child has a special need or request for reasonable accommodation in accordance with Americans with Disabilities Act, we urge you to contact the Hazel Crest Park District at least two weeks in advance.
- 21) All current CDC recommendations as it relates to Covid19 will be followed for facility rentals.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

03/01/22 (lal)