



APPLICATION FOR BANQUET ROOM RENTAL

APPLICANT INFORMATION

Name of Applicant/Nombre del Apicante	
Business/Negocio	
Address/ Domicilio	
City, State & Zip/Ciudad, Estado, Zona Postal	
***Proof of Residency Required for Fee ***	
Resident/Non-Resident	
Phone/Telefono	
Email/Correo Electronico	

EVENT INFORMATION

Type of event/Tipo de Evento →			
Date/Fecha →		Start Time/Empieza →	
Day (Fri,Sat,Sun)/Dia (Vir,Sab,Dom) →		End Time/Termina →	
# of Guests */# de Invitados* →		Can beer/Wine →	
Live Music/ Music en Vivo →		DJ →	
* maximum capacity is 180 – without DJ or Live Music OR - 160 with DJ or 150 with Live Music			

READ before signing: By signing this application you understand and agree to the *Rental Responsibilities* and *Rules & Regulations* and fees. (Five hours includes; security, use of tables, chairs and kitchen. **\$175.00 is due at booking plus deposit, remaining is due 1 week prior to event.** The rental fee is \$875.00 in-town and \$1075.00 out of town. An additional 2 hours to setup and 1 hour to clean is included in fee. Cleaning time past the hour is charged at \$95 each hour.) In addition, confirming that the information provided is true and correct and that the facilities will be used for said event and not for a non-specified use.

LEA antes de firmar: Firmando esta aplicación Ud.entiende y esta de acuerdo con las *Responsabilidades de Alquiler* y con las *Reglas y Regulaciones* y cuotas (Cinco horas incluye; mesas, sillas, y cocina. **\$175.00 es debido a la reserve más el depósito y el resto una semana antes del evento.** El precio para residentes es \$875.00 y \$1075.00 no residentes. 2 horas para preparar y 1 hora para limpiar es incluido. Tiempo adicional para limpiar se cobra a \$95 por hora.) además, confirma que la información proporcionada es verdadera y correcta y que se utilizará el lugar para el evento dicho y no para un uso no especificado.

APPLICANT APLICANTE			
	Sign above ↑ Firme	Print Above ↑ Apunte	Date ↑ Fecha

Received Deposit _____

DO NOT WRITE BELOW THIS LINE

OFFICE USE ONLY

	Fee	*Office Use*		Fee	*Office Use*
Rental			Patio	\$50	
\$100.00 Down			Beer & Wine (Fundraisers)	\$50	
Balance			Deposit – CASH only	\$250	
Add Hour	\$95ea.		Cancellation/Resch - within 1 month	Amount paid	
Set-up/Tear Down	\$75 -Cash		Cancellation/Reschedule otherwise	\$100	
TOTAL, FEE DUE /CARGOS					

RULES & REGULATIONS

The following are **NOT** permitted:

- **No SUB-RENTING** – permit holder must be present
Violation will result in automatic loss of deposit and prohibition of future rentals
- **NO DECORATIONS/TAPE ON WALLS, DOORS, CEILING OR GLASS _____ (deposit will be lost)**
- No use of glue, nails, or staples on any of the banquet equipment or property
- No cooking of any sort on the premises
- No Live music – with permission only
- **No use of hard liquor. Can beer & wine** with permission only
- No drinking outside of community room, building or parking lot – citations will be issued
- No minors drinking – event will be shut down & citations issued.
- No gambling, drug use or other illegal activities – event will be shut down & citations issued.
- No fighting – event will be shut down & citations issued.
- No children playing in the hallways.
- No smoking inside the premises – only in permitted designated area
- No tampering with fire alarm – subject to \$500 fine and possible prosecution – event will be shut down & citations issued.
- No tampering with any other audio/visual equipment
- The Following are **not** allowed: smoke machine, taqueros, piñatas, kids bouncing houses
- **No outstanding debt with The Village of Stone Park**
- Deposit is DUE at booking and returned after event.
- Cancellation within 1 month of event will lose the amount paid, otherwise \$100 cancellation fee.
- The Village has the right to cancel or move an event due to an unforeseen circumstance within 72 working hours from booking
- **Must be over 21 years of age for rental**
- Rules Apply to ALL including employees
- Five hours includes: security, use of tables, chairs, and kitchen. **\$175.00 is due at booking plus deposit, remaining is due by 2 weeks prior to event.** An additional hour to clean and 2 hours to set up is included in fee. Cleaning time past the hour is charged at \$95 each hour.

RENTER RESPONSIBILITIES

- Abiding with all Rules & Regulations
- All damages to Banquet room, building, grounds, kitchen, tables, chairs, walls, and any other property of the Village
- Cleanliness of facility after use
 - Sweeping and mopping of floor if require
 - Removing all items from kitchen and room
 - Proper disposal of garbage from community room and bathroom in dumpster
 - **Chairs need to be put on top of table any extra chairs stack them up and leave next to the table**
 - **Do not drag chairs as this will scratch the floor**
- Obtaining permission for the use of beer/wine and live music
- Maintaining order within your guests
- Returning the facilities & rented equipment, after use, in the same condition as was received
- Any issues on the day of the event, please call 708-450-3216 or 708-846-1191

Initials of the applicant stating that they understand they are responsible for the cleanliness of the facility after its use. _____