



SYCAMORE PARK DISTRICT

_____ EVENT DATE

_____ APPROVAL

____ / ____ / ____ DATE

RENTAL APPLICATION | EVENTS & MEETINGS

____ / ____ / ____ DATE CREATED

CONTACT INFORMATION

CONTACT NAME _____ PHONE _____

ALTERNATE CONTACT NAME _____ PHONE _____

BILLING ADDRESS _____

EMAIL ADDRESS _____

BUSINESS/ORGANIZATION: _____

EXEMPT? YES NO SYCAMORE PARK DISTRICT RESIDENT? YES NO

ADDRESS _____
If different than billing address above

EVENT INFORMATION

DATE(S)

1ST CHOICE DAY: _____ MONTH/DAY/YEAR: _____

2ND CHOICE DAY: _____ MONTH/DAY/YEAR: _____

RENTER ACCESS TIME _____ DEPARTURE TIME: _____

TYPE OF EVENT _____

ESTIMATED ATTENDANCE: ADULTS 18+ _____ KIDS 0-17 _____

VENUE(S) YOU ARE INTERESTED IN

SYCAMORE GOLF CLUB

- CLUBHOUSE
- RIVERVIEW ROOM

COMMUNITY CENTER

- MULTIPURPOSE A
- MULTIPURPOSE B
- MULTIPURPOSE A & B
- MULTIPURPOSE C
- SPLASH FOUNTAIN
- PATIO
- FULL GYM
- FULL COURT
- HALF COURT

ROOM SETUP

Help us envision the room setup needs for your event. Click all of the boxes that apply and feel free to add instructions.

- TABLES & CHAIRS FOR SEATING
 - ROUND TABLES
 - RECTANGLE TABLES
Not available in Clubhouse
- HIGH-TOP TABLES
- CHAIRS ONLY
- PROJECTOR/SPEAKERS

ADDITIONAL SETUP NEED & INSTRUCTIONS:

WILL SIGNS OR DECORATION BE HUNG? ... YES NO
No tacking, taping, or attaching to walls, windows or ceiling.
No open flame.

WILL ITEMS BE SOLD? YES NO
If yes, explain:

WILL ADMISSION BE CHARGED? YES NO

VENUE PRICING & SETUP OPTIONS (RES=Sycamore Park District Resident | NR=Nonresident)

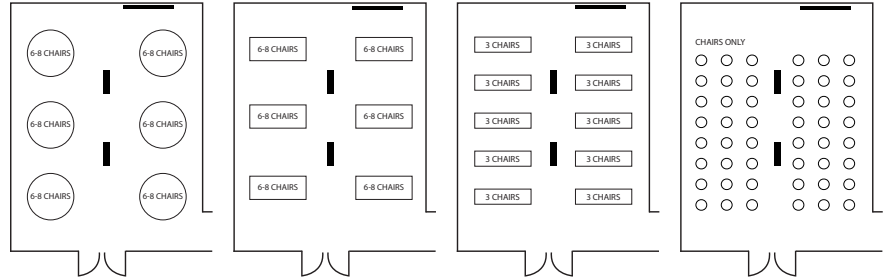
SYCAMORE GOLF CLUB CLUBHOUSE	RENTAL RATE	CAPACITY			
	RES NR per hour	ROUND TABLES		LECTURE TABLES	CHAIRS ONLY
MAIN ROOM	\$75 \$113	4 per table = 60	6 per table = 90	1 per table = 15 2 per table = 30	90
RIVERVIEW ROOM		6 per table = 36	8 per table = 48	10 tables = 30	48

Regular Hourly Rate	\$50 \$75
Mon-Fri 8am-12pm	\$100 \$150 4 hours
Mon-Thu 8am-5pm	\$175 \$260 9 hours

OTHER FEES

Setup Fee	\$25-\$150
Cleaning Fee	\$50
Tablecloths	\$6 each

Riverview Rooms Setup Options

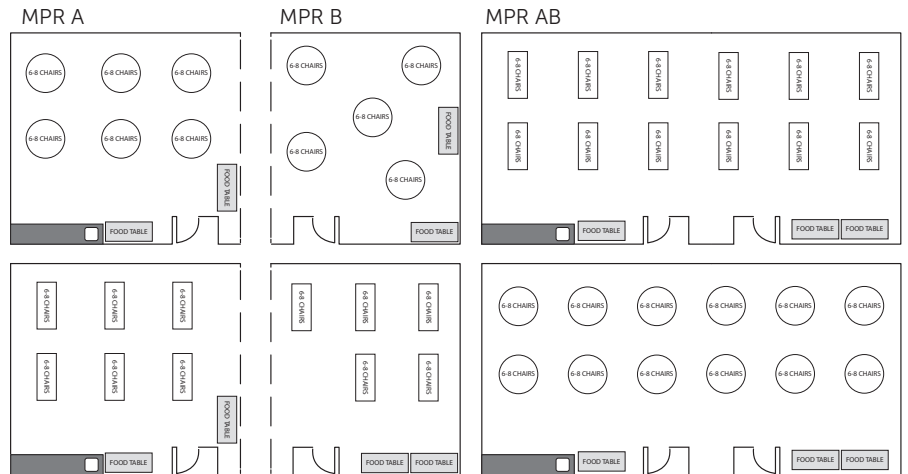


COMMUNITY CENTER	RENTAL RATE	CAPACITY			
	RES NR per hour	ROUND TABLES	6' RECTANGLE TABLES	6' LECTURE TABLES	CHAIRS ONLY
MULTIPURPOSE A	\$45 \$68	8 per table = 48	8 per table = 48	24	49
MULTIPURPOSE B	\$45 \$68	8 per table = 32	8 per table = 40	24	47
MULTIPURPOSE C	\$45 \$68	8 per table = 48	8 per table = 48	24	49
MULTIPURPOSE AB	\$90 \$135	8 per table = 96	8 per table = 96	24	96
PATIO	\$15 \$23	6 per table = 30 8 per table = 40	8 per table = 48		50

FULL GYM \$120 | \$180 Gym capacity is based on activity. Call for details 815-895-3365

FULL COURT	\$60 \$90
HALF COURT	\$30 \$45
ACTIVITY LEADER	\$15 \$23
AFTER HOURS	\$25 \$38
SPLASH FOUNTAIN Min. 2-hr.	\$75/hour during building hours.

Multipurpose Rooms A, B & AB Setup Options



NOTE: Room setup options, including the number of tables and chairs needed, must be finalized prior to the date of your event.

Additional tables and chairs will not be available the day of.

FULL PAYMENT IS DUE AT TIME OF APPLICATION APPROVAL (NO EXCEPTIONS)

PAYMENT ACCEPTED BY CREDIT OR CHECK. IF PAYING BY CHECK AN ADDITIONAL \$100 SECURITY DEPOSIT MUST ACCOMPANY FINAL PAYMENT.

Your event may require insurance, security, equipment, and staff charges -please check with our events staff. After our rentals are available upon request and approval by events committee.

No alcohol or smoking allowed in or around the building. Rental includes tables, chairs, and venue space. Please request a buffet catering menu should you be interested in serving

food at your event. Please schedule an appointment to meet, view the spaces and review rental application/contract. We require at least 10 business days to prepare for your event (we request additional time for larger events such as weddings and concerts).

Please note that the date will not be guaranteed until the rental application is returned, and full payment is secured. Prices are subject to change without notice. Be sure to read and sign the Event Guidelines before signing the rental application. If you have any questions, please do not hesitate to contact our event staff. We look forward to hosting your event.