



# 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

COMMUNITY CENTER

CLUBHOUSE

MULTIPURPOSE A

MULTIPURPOSE C

FULL GYM

RIVERVIEW ROOM

MULTIPURPOSE B

SPLASH FOUNTAIN

FULL COURT

MULTIPURPOSE A & B

PATIO

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

HIGH-TOP TABLES

ADDITIONAL SETUP NEED & INSTRUCTIONS:

ROUND TABLES

CHAIRS ONLY

RECTANGLE TABLES

PROJECTOR/SPEAKERS

Not available in Clubhouse

WILL SIGNS OR DECORATION BE HUNG? ...  YES  NO

WILL ITEMS BE SOLD? .....  YES  NO

No tacking, taping, or attaching to walls, windows or ceiling.  
No open flame.

If yes, explain:

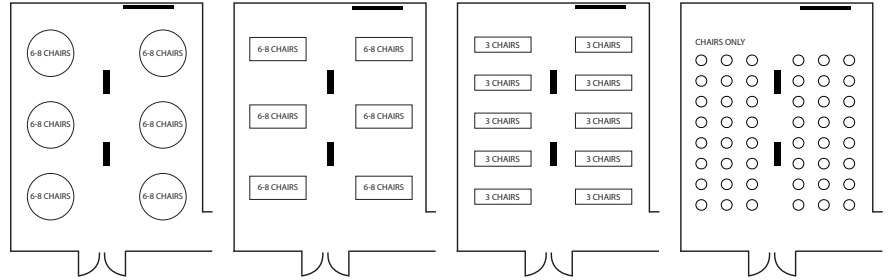
WILL ADMISSION BE CHARGED? .....  YES  NO

# 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
<b>MAIN ROOM</b>	\$75   \$113	4 per table = 60	6 per table = 90	1 per table = 15 2 per table = 30	90
<b>RIVERVIEW ROOM</b>		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
<b>OTHER FEES</b>	
Setup Fee	\$25-\$150
Cleaning Fee	\$50
Tablecloths	\$6 each

Riverview Rooms Setup Options

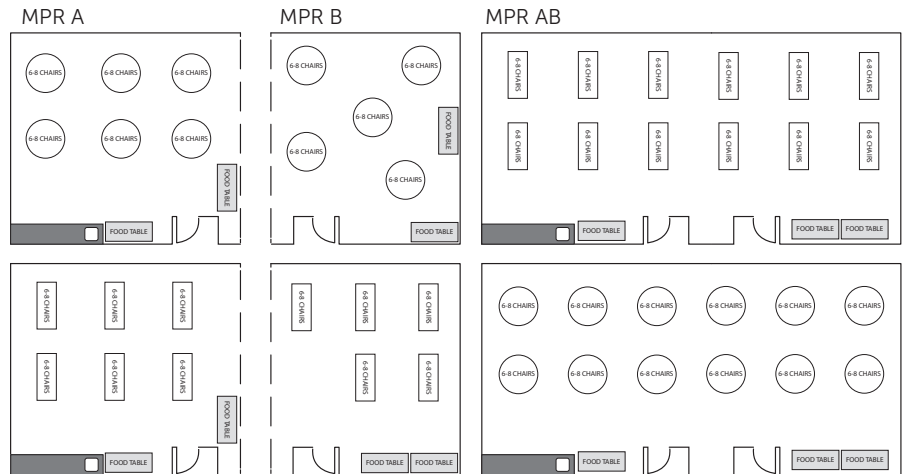


COMMUNITY CENTER	RENTAL RATE	CAPACITY			
	RES   NR per hour	ROUND TABLES	6' RECTANGLE TABLES	6' LECTURE TABLES	CHAIRS ONLY
<b>MULTIPURPOSE A</b>	\$45   \$68	8 per table = 48	8 per table = 48	24	49
<b>MULTIPURPOSE B</b>	\$45   \$68	8 per table = 32	8 per table = 40	24	47
<b>MULTIPURPOSE C</b>	\$45   \$68	8 per table = 48	8 per table = 48	24	49
<b>MULTIPURPOSE AB</b>	\$90   \$136	8 per table = 96	8 per table = 96	24	96
<b>PATIO</b>	\$15   \$23	6 per table = 30 8 per table = 40	8 per table = 48		50

**FULL GYM** \$180 | \$272 Gym capacity is based on activity. Call for details 815-895-3365

<b>FULL COURT</b>	\$90   \$136
<b>HALF COURT</b>	\$45   \$68
<b>ACTIVITY LEADER</b>	\$25
<b>AFTER HOURS</b>	\$25   \$38
<b>SPLASH FOUNTAIN</b> 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.