



CLUBHOUSE RENTAL APPLICATION

EVENT DATE _____

APPROVAL _____ DATE _____

BOOKED _____ PAID _____

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

ROOM(S) YOU ARE INTERESTED IN: **Clubhouse** **Riverview Room**

DATE(S)	DAY OF THE WEEK	MONTH/DAY/YEAR
First Choice		
Second Choice		
Renter Access Time:	Departure Time:	Estimated Attendance: Adults 18+: Kids 0-17:
Type of Event:		

ROOM SETUP Help us envision your event! Click all boxes that apply and feel free to add instructions.

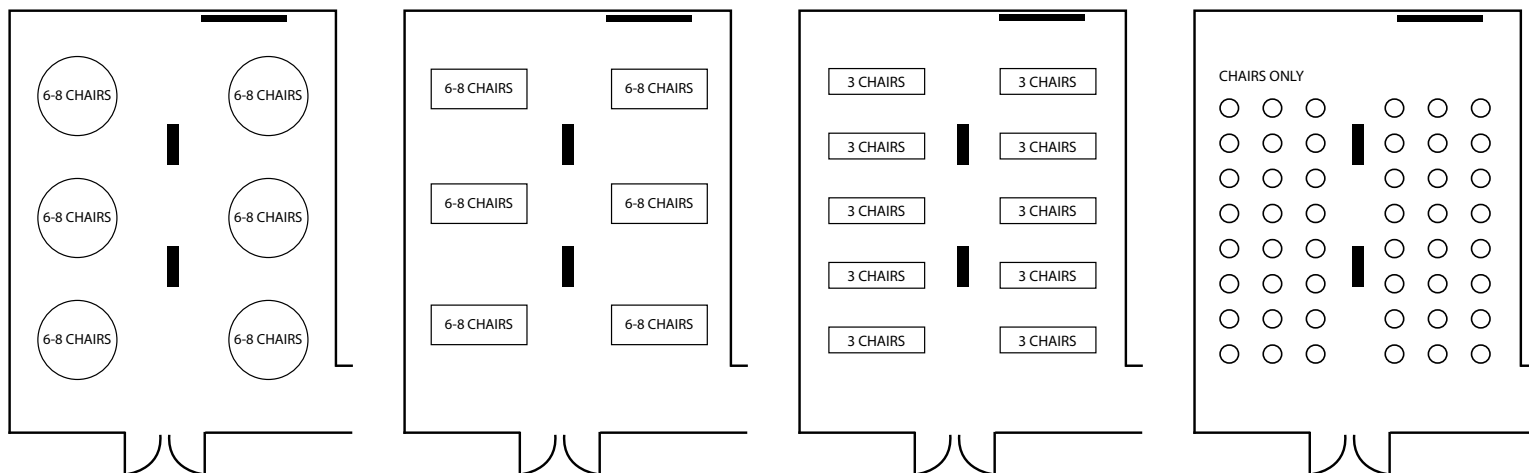
SEATING	ADDITIONAL SETUP NEEDS, INSTRUCTIONS, & NOTES
<p>Tables & Charis Table Type for Riverview Room Only Round Rectangle</p>	
Chairs Only	
High-top Tables	
<p>EVENT LOGISTICS</p> <p>Will decorations be hung? Yes No Must use painters' tape on walls and no open flames.</p> <p>Will admission be charged? Yes No</p> <p>Will items be sold? Yes No If yes, please explain:</p>	

RENTAL FEES Resident=Sycamore Park District Resident

RATE PER HOUR	RESIDENT NONRESIDENT	CAPACITY		
Main Room (110)	\$75 \$113	ROUND TABLES	LECTURE TABLES	CHAIRS ONLY
Available Mar, Apr, Oct: 2pm-12am May-Sep: 5pm-12am Nov-Feb: 8am-12am		4 per table =60 6 per table=90	1 per table=15 2 per table =30	90
Riverview Room (48)	\$50 \$75	ROUND TABLES	LECTURE TABLES	CHAIRS ONLY
Available Mon-Sun 8am-12am		6 per table=36 8 per table=48	10 tables=30 chairs	48
Riverview Room Weekday Special				
4 hours M-F 8am-12pm	\$100 \$150	9 hours M-Th 8am-5pm		\$175 260

OPTIONAL ADD-ONS	
Setup Fee.....	\$25-\$150
Cleaning Fee.....	\$50
Table Clothes.....	\$6 each

RIVERVIEW ROOM SETUP OPTIONS | PLEASE SELECT



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.

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 smoking allowed in building or outside within 15 feet of entrance.

Rental includes tables, chairs, and venue space.

Catering options are available. Please request a menu should you be interested in buffet meal options from Caddyshack Grill. 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.

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

In consideration of the privilege of using Sycamore Park District property; We agree to assume the risk for any injuries, including death, that may be sustained by members of our organization or any person invited as part of our group in connection with the use of said premises. Further, we agree to indemnify, hold harmless, assume liability for and defend The Sycamore Park District, its trustees, officers, members and agents from all costs and expenses including, but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs and any other sums which The Sycamore Park District, its trustees, officers, members and agents may pay or become obligated to pay for injury, including death, to persons or damage to property resulting from our use of said premises or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by the negligence or willful misconduct of Sycamore Park District or its trustees, officers, members and agents while acting within the scope of duties of such relationship to The Sycamore Park District. I hereby certify that I have the authority to sign this agreement for the organization identified above.

RENTER'S SIGNATURE _____ DATE _____

MANAGER'S SIGNATURE _____ DATE _____