



In case of emergency please contact:

West Chicago Park District Facility Rental Contract - Easton Community Center

Renter _____ Rental Date _____
 Contact Person _____ Event Type _____
 Address _____ Size of Group _____
 City/State/Zip _____ Fee \$ _____
 Home Phone _____ Deposit \$ _____
 Alternate Phone _____ State ID # (For Non- Profit) _____
 Drivers License _____
 • A copy of Drivers License should be attached to Rental Contract

Requested For Rental - EASTON COMMUNITY CENTER

Rental Time (Please be sure to include set up and take down in rental time):

Setup Starts _____ Event Duration _____ Takedown Ends _____

DJ Yes NO Name _____ Caterer Yes No Name _____

Cleaning Contract * Additional form outlining responsibilities must be signed Yes No

Tables Requested: _____ Chairs Requested: _____ Additional Requests: _____

Renters Consent and Signature

I shall indemnify and hold harmless the West Chicago Park District from any all claims, demands, actions, or suits arising out of in connections with rental. I, as the authorizes renter, have read, understand and accept all of the information stated on the front and back of this contract, in its entirety, and agree to abide by it.

Renter's Signature _____ Date _____

Office Use Only

Deposit Received on _____ \$ _____ Initials _____ Total Paid on _____ \$ _____ Initials _____

Deposit Returned Yes No Additional Comments: _____

West Chicago Park District Rental Fees

Facility Hourly Rates (Min 2 hour rental)	Non- Profit	Resident	Non Resident
Easton Park	\$15	\$25	\$50

- Fees for all of the above require payment to be made by Visa, Mastercard, American Express, check, cash or cashier check with contract only. Checks made payable to the West Chicago Park District, 157 W Washington St, West Chicago, IL 60185.
- All rentals require a minimum \$250 or equal the rental fee damage deposit due at signing of contract. This will be issued back to the renter if it is determined that building was left as it was upon renter entering.
- Fees are subject to change without public notification.
- A Building Supervisor may be present at most functions to ensure a safe environment.
- Rental includes space, table and chairs for 50 people only.

Renter Agrees to the Following:

1. Cancellation Policy:

60 days prior to event	Full Refund
59-30 days prior to event	75% Refund
29-14 days prior to event	50% Refund
Less than 14 days	Rental Fee Forfeited
2. All rentals are subject to criminal charges for damages incurred during rental period. Any renter not abiding by West Chicago Park District ordinances will be fined or ticketed accordingly by West Chicago Police Department or West Chicago Fire Department.
3. All or part of the damage deposit shall be forfeited if the renter neglects any of the responsibilities listed on this contract.

Decoration / Set up/ Take Down

1. Decoration may be attached by string only. No staples, screws, nails or tape of any kind are permitted.
2. Tools needed to decorate will not be provided by the West Chicago Park District.
3. Confetti is not permitted.
4. Renter is responsible for own set-up and take down of all tables and chairs.
5. Wipe of all table and chairs used.
6. Removal all decorations immediately.

General Information

1. Renter pays for damages/excessive cleaning for which you or your guests were responsible.
2. Glass bottles or containers are not allowed
3. Solicitation shall not take place within any of the rooms rented without prior permission from the Park District.
4. West Chicago Park District reserves the right to revise any rules in respect to the welfare of the facility.
5. Conduct all activities in a mature, responsible manner.
6. Smoking is not permitted.
7. Return tables and chairs and any other equipment used to proper storage location.
8. Clean rented area immediately after use.
9. Turn off lights and bag all garbage.
10. West Chicago Park District reserves the right to require a Police Officer on duty at the cost of the renter at \$ 75.00 per hr.
11. West Chicago Park District programs and partners have first priority to rental rooms.
12. All rentals are based on facility availability.
13. Children under the age of 13 needs to be supervised at all times by an adult 18 and over.
14. Deposit will be forfeited if alcohol is seen outside the facility, i.e. parking lot, etc...
15. Deposit will be forfeited in a false 911 call, non-emergency fire alarm, or any other action causing the evacuation and the need of emergency personnel to arrive for an unneeded cause.
16. Renter must be present at function at all times. NO EXCEPTIONS or damage deposit will be forfeited.