

Orland Hills Community Center
Kay Gnech Multipurpose Room Rental
 16553 S. Haven Avenue – Orland Hills, IL. 60487
 (Please bring completed form to the Community Center with deposit to reserve date)

Date of Event _____ Activity _____
 Event must end 1 hour prior to closing time of Community Center to allow for clean up.
 One hour allowed for set up prior to event.

Security Deposit * (due at time of booking of party) _____
 \$100.00 for 1 to 100 patrons
 \$200.00 for over 100 patrons

*Security deposit will be refunded only if room is clean and nothing is damaged. Security deposit will be prorated if clean up is required by Recreation Staff. A \$30.00 per hour cleanup fee will be charged for room if left unclean. This amount will be deducted from security deposit.

Rental Fees

<u>Resident</u>	<u>Nonresident</u>
Full Room for 1 hour \$30.00	\$60.00
5 hr. rental including setup - \$150.00	N/A

Room Setup
 (includes tables and chairs)

Full Room	\$40.00	\$50.00
Set Up #	Tables _____	Chairs _____

Name: _____ Resident/Nonresident

Address: _____ City: _____ Zip _____

Home Phone: _____ Business Phone: _____

Beginning Time: _____ Ending Time: _____ Setup Time: _____

 Signature of Applicant Date Approved by

**** FULL PAYMENT IS DUE TWO WEEKS PRIOR TO THE EVENT****



OFFICE USE ONLY

Rental Fee \$ _____ Date _____ Received by _____

Setup Fee \$ _____ Date _____ Received by _____

Security Fee \$ _____ Date _____ Received by _____

Total Due \$ _____ Date _____ Received by _____

Security Deposit Returned _____ Received by _____

Regulations for Facility use signed _____ Date _____

If not, Why? _____

Additional Information: _____