



Bridgeview Community Center

7902 SOUTH OKETO AVENUE • BRIDGEVIEW, ILLINOIS 60455 • (708) 924-8081

All rentals must be paid in full at the time of booking.

Facility Information & Rental Fees

Facility	Bridgeview Residents	Non-Residents
Event Hall	\$100 / hr	\$150 / hr
Meeting Room	\$50 / hr	\$100 / hr
Conference Room	\$50 / hr	\$100 / hr
Craft Room	\$50 / hr	\$100 / hr
Game Room	\$50 / hr	\$100 / hr
Kitchen	\$0	\$25 Flat



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Application/Organization Information

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Applicant/Organization: _____

Contact Phone Number: _____ Organization Contact: _____

Email Address: _____

Address/City _____ State: _____ Zip: _____

Event/Rental Information

Event/Rental Date: _____ Start Time: _____ End Time: _____

Description of Event/Rental: _____ # of Guests (max 275) _____

Community Center Cash Bar? Yes No **PLEASE NOTE: OUTSIDE ALCOHOL IS PROHIBITED**

Facility/Room Requested

Event Hall

Craft Room

Game Room

Meeting Room

Conference Room

Kitchen

Set-Up/Equipment Use

*For set-ups, please provide a floor plan. Set-ups and Equipment Requests may have additional charges. Floor plan is required 2 weeks before your event. Renters are allowed to set up 1 hour prior to the start of the event and must stay 1 hour afterwards to clean up. Renters must plan accordingly.

Tables: _____ # of Chairs: _____

Office Use Only

Total Due: \$ _____ Date Paid: \$ _____

Method of Payment Check #: _____ Cash: _____ C.C: _____

Approved by: _____



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PLEASE READ AND CHECK OFF PRIOR TO COMPLETION OF THIS AGREEMENT

- I have received and read the Bridgeview Community Center application/agreement for facility use and agree to and will abide by any and all facility regulations before, during and after the event. Renter understands that they assume all responsibility for any damage to Bridgeview Community Center facilities and equipment, person injury and lost or stolen items.
- I understand that I must be over the age of 18 to be the responsible party for this rental and that I must be present for the duration of the event. Renter agrees to abide by all terms of Rental Agreement and that failure to adhere may result in cancellation of event, forfeiture of deposits/payments and possible added fees and legal action.
- I understand that the Bridgeview Community Center reserves the right to approve or deny any rental request and to cancel or move any scheduled event without liability.
- I understand that all rentals must be paid in full at the time of booking.
- I understand that cancellations or changes to my request must be made in writing by the person who signed the Rental Agreement. Cancellations or changes must be received a minimum of 10 business days prior to the rental in order to receive the refund of any deposits or payments. Cancellations or changes made less than 10 business days in advance may forfeit all previous payments.
- I understand that I am responsible that all activities are properly controlled and supervised and for the conduct of all guests/participants attending/participating. Breaches of conduct may result in immediate cancellation of event, legal action, and financial penalties.
- I understand that I may be asked to reduce noise levels or eliminate activities if deemed unsafe or a nuisance. If compliance is not met, renter violates agreement and may have rental canceled and may lose future rental privileges and/or deposits and payments. I understand that I must have approval of the Bridgeview Community Center for use of amplified music.
- I agree to leave and make sure all guests and vendors have departed by the designated end of the rental and that failure to comply in a timely manner will result in forfeiture of deposit and additional fees.
- I understand that all facilities rented must have all decorations and outside equipment/supplies removed at the end of the event. Renter is responsible for the clean-up and return of facility rented to the same condition in which it was found at the start of the rental/event. Failure to meet this duty will result in forfeiture of deposit and/or additional fees.
- I understand that alcohol and its consumption is not allowed at the Bridgeview Community Center facilities without approval, alcohol permit/license and additional insurance. Also, smoking is only allowed in specific areas. Failure to abide by this regulation may result in immediate cancellation of rental/event, legal action and financial penalties. Bridgeview Community Center reserves the right to inspect all rentals for violation of this regulation and failure to comply may result in Bridgeview Police intervention.
- I understand that all vehicles are allowed only on approved streets and parking lots. Vehicles may be ticketed or towed for violation.
- I understand that all children must be accompanied by an adult.
- No decorations are permitted on the walls unless specialty tape is provided by Community Center staff.

I certify that the information provided to secure the usage of Bridgeview Community Center facilities and equipment listed in this agreement is complete and accurate. I will 1) Be responsible for all injuries caused by such use, 2) Adhere to the rental hours as agreed to on the Rental Agreement and 3) Reimburse Bridgeview Community Center for all loss or damage to Bridgeview Community Center equipment/property caused by such use. In consideration of participation as specified at the location requested, for the date(s) and time(s) requested, I do hereby release and hold harmless Bridgeview Community Center from any and all liability or claims for damage or injury to person or property of the undersigned due to permittee's use of said facility, by reason of any act or omission by Bridgeview Community Center or any officers, agents or employees or the condition of its property.

(Print Name)

(Signature)

(Date)