



**Richton
Park**
Your home.

Room Rental

REQUEST & AGREEMENT

MULTI-PURPOSE ROOM

Resident - \$60/hr
 Non-Resident - \$75/hr
 Commercial Use - \$80/hr
 Capacity: 110 chairs/80 tables/chairs
 Security Deposit - \$100

OUTDOOR PATIO

w/ Multi-Purpose Room Only
 \$25 Flat Fee
 Security Deposit - \$100

ACTIVITY ROOM

Resident - \$25/hr
 Non-Resident - \$35/hr
 Commercial Use - \$50/hr
 Capacity: 25

KITCHEN

\$25 Flat Fee

GYMNASIUM

See Gym Rental Request Form

Name: _____ Email: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Cell Phone: _____

Drivers License: State _____ Number _____ DOB: _____

[make copy of Drivers License]

(MUST BE OVER 21 TO RENT)

Day/Date Desired _____ Nature/Type of Event _____

Time of Event _____ am/pm TO _____ am/pm —

Total people: _____ Total hours: _____ — [Rental time includes setup/cleanup]

Actual person on record will be contractually held responsible for any plans;
 Third-Parties/Participants excluded. Also, premise must be vacated by planned time.
 Any misrepresentation of this agreement from actual rental nature, will result in
 forfeiture of security deposit. *Alcohol Permit: \$50

Approved: _____ Initials: _____ Date: _____



\$100 Security Deposit required upon approval to secure rental date & time

[Will be refunded within two weeks if facilities are vacated in good condition and no facility rules have been violated]

Multi-Purpose Rm
 Outdoor Patio
 Activity Rm
 Kitchen

Deposit
 Fees

Resident
 Non-Resident

Credit Card	Total Fee
 	\$ _____
Cash - Check - Voucher	Clerk Initials
Check # _____	



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Tables (Round / Rectangle) _____ Chairs _____

Food Yes
 No

Kitchen[\$25 flat fee] Yes
 No

Reoccurring Event Yes
 No

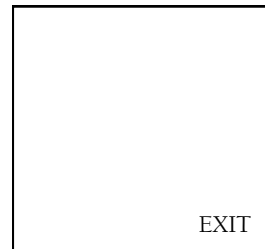
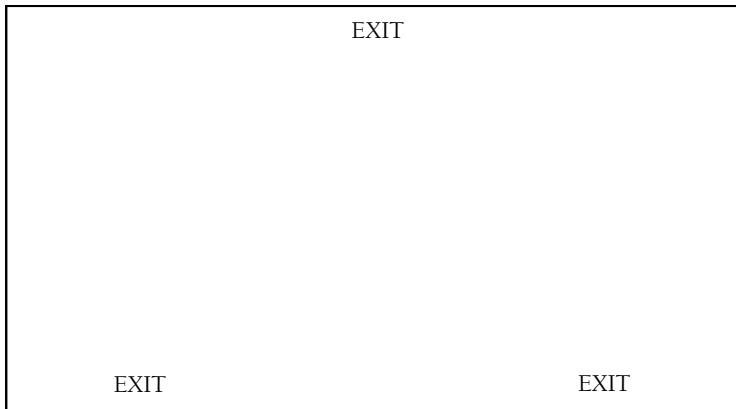
Approved: _____ Initials: _____ Date: _____

Comments:

Please Describe/Draw Set Up of Room

MULTI-PURPOSE RM

ACTIVITY RM



OUTDOOR PATIO

Applicant Signature

Date

Gym Coordinator

Date

This agreement is not binding of the Village of Richton Park unless the Renter/Occupant has signed it; paid in full all deposits and fees, and signed by Renter as well as Gym Coordinator.

Please remit all fees to Richton Park Community Center and bring direct to our office:

Community Services Department
4445 Sauk Trail
Richton Park, IL 60471
708-753-8800