



Deerfield Hills Community Center RESERVATION REQUEST

Responsible Party: _____ Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone(s): _____ Email Address: _____

Description of Proposed Activity/Event: _____ Anticipated Attendance: _____

Date Requested: _____ Time Requested: _____

Please Note: Rental time must include time needed to set-up and clean-up event. There are no early arrivals or late departures. Any time used outside the stated rental hours will be billed at \$100/hour. Invoice will be sent to responsible party as indicated, and if total amount is not paid within 30 days, invoice will be sent to a collection agency.

Check room(s) you wish to utilize: Multi-Purpose (max capacity 65) Community Room (max capacity 35)

Equipment Requested: Tables # _____ Chairs # _____

FACILITY	RENTAL TYPE	RATE PER HOUR	<i>Either diagram set-up for areas of requested space(s) Or thoroughly explain area set-up below</i>
DHCC-rooms	Non-Profit (501c3)	\$60	<ul style="list-style-type: none"> Proof of not-for-profit status is required Requests are honored on a first-come; first-serve basis Deposit of one half of the rental fee is due immediately upon receipt of invoice; the second half is due 7 days before event. Community Center staff reserve the right to cancel a rental/ event due to lack of pre-payment or shut down an active rental in the event of safety concerns. No refunds will be issued for rentals We accept cash, check and money orders and debit/credit cards as payment \$20 NSF fee will be charged for all returned checks Reservations are only confirmed when a signed rental agreement has been submitted and full payment has been received Furnish own supplies and all other items necessary to conduct your event NO Alcoholic Beverages Allowed No rentals past 10:00 pm
DHCC-rooms	General Public	\$60	
DHCC-rooms	Commercial	\$75	

Management will notify you if you are required to hire a security company to supervise your event.

SIGNATURE OF RENTER

DATE