



VERNON HILLS PARK DISTRICT SULLIVAN COMMUNITY CENTER RENTAL REQUEST FORM

RENTER INFORMATION

| | |
|---|-------------------------------------|
| Name (First & Last): | Organization/Group (if applicable): |
| | |
| Mailing Address (Street/City/State/Zip): | |
| | |
| Primary Phone Number (No spaces or dashes): | Email: |
| | |

EVENT INFORMATION

| | | | | | |
|--------------------|-------------------|--|--------------------|--|--|
| Date(s) of Event: | | Day of the Week: | | | |
| | | <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat | | | |
| Room Requested: | Type of Event: | # of Guests: | | | |
| | | | | | |
| Set-up Start Time: | Event Start Time: | Event End Time: | Clean-up End Time: | | |
| | | | | | |

ADDITIONAL INFORMATION

Will food be served? Yes No

Will there be outside entertainment? DJ Band Bounce House Other

If other, please explain:

| |
|--|
| |
|--|

If you are requesting outside entertainment, any set-up and/or clean-up time needed from the entertainment **MUST** be included in your rental time.

Please check additional equipment requested:

- | | |
|--|--|
| <input type="checkbox"/> Projector & Screen (additional fee, Walnut Rm Only) | <input type="checkbox"/> A/V System (Walnut Rm only) |
| <input type="checkbox"/> Microphone (Walnut Rm only) | <input type="checkbox"/> Podium |

PAYMENT INFORMATION

| | | |
|---------------------|-----------------------|------|
| Credit Card Number: | Expiration Date: | CVV: |
| | | |
| Card Holder Name: | Authorized Signature: | |
| | | |

STAFF USE ONLY

| | | | |
|--------------|-----------------|-----------------------------|--|
| Rental Fee: | Damage Deposit: | Fees Collected & Processed: | Damage Deposit Refunded & Date: |
| \$ | \$ | \$ / / | \$ / / |
| RS required: | Name(s): | | Reminder Sent: |
| | | | / / |
| Notes: | | | Waiver/Rules and Regulations Signed: Yes <input type="checkbox"/> |