

Key Card # Issued _____

**Sandra R. Vasquez Community Center
316 N. LaPorte, Northlake
Rental Agreement**

Renter's Name: _____

Address: _____

City: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Driver's License No.: _____

Date of Party: _____ Rental Hours: _____

Type of Party: _____ Birthday _____ Baptism _____ Shower
_____ Graduation _____ Anniversary Other _____

Estimated Number of Guests: _____ Will the Kitchen Be Used? Yes _____ No _____

Visa _____ Master _____ Discover _____

Credit Card Number: _____ Expiration Date: _____

Signature of Cardholder: _____

**Rental Charges: \$225.00 for Residents of Northlake
Saturday and Sunday
\$150 Monday-Friday Nights**

**\$325.00 for non-residents
Saturday and Sunday
\$250.00 Monday-Friday/non-
residents**

\$50.00 Refundable Key Card Check _____ Cash _____

Date refunded on _____ Initials _____

Deposits not picked up within 90 days of event will be forfeited.

\$75.00 Cancellation Fee with less than 30 Days Notice

RENTAL AGREEMENT

1. **NO ALCOHOLIC BEVERAGES ARE ALLOWED ON ANY PART OF THE PROPERTY.**
2. No smoking shall be allowed in the building. Should any guests be observed smoking in the building or consuming alcohol on the premises, the event may be terminated. The Northlake Police Department may perform spot checks of the premises.
3. Set up for the event and clean-up afterward shall be the responsibility of the applicant.
4. No decorations are to be affixed to the drywall or ceiling with tape or tacks. Decorations may be affixed using the tack board strips provided along the walls.
5. **ABSOLUTELY NO Piñata's. NO TAQUERO's.**
6. Clean-up shall include wiping tables and chairs, cleaning the kitchen, returning tables and chairs to their proper storage places, sweeping and mopping the floor and vacuuming carpet runners, closing and locking all windows, turning off all lights and electrical devices. Applicant responsible for placing garbage in dumpster. The City shall be responsible for cleaning the bathrooms.
7. No admission fees or charges of any monetary value are allowed for any event held at the community center without the written permission of the Mayor.
8. No one under the age of 21 may rent the Community Center. The City of Northlake reserves the right to apply further rules or refuse permission of any rental under the judgment of the Mayor's Office to anyone or party in the foremost interest of the City.
9. Applicant shall hold harmless and fully release and discharge the City of Northlake and its officers, agents, servants, and employees from any and all claims from injuries, including death, damage or loss which anyone in the party may accrue.
10. Guests shall be allowed to use the provided parking spaces for the Community Center. Should more parking be required, guests shall be allowed to park on the east side of LaPorte and the south sides of the (east/west) streets. Additional parking is available at the Northlake Library on Friday, Saturday and Sundays from 5:00 p.m. to 11:00 p.m. Cars left in the library parking lot after 12:00 a.m. are subjected to being towed.
11. Guests shall be respectful of surrounding property owners, by not blocking driveways, and keeping noise to a minimum after dark
12. Events shall not last beyond 11:00 p.m. on Friday or Saturday; or 10:00 p.m. on Sunday through Thursday as per the Noise Ordinance of the City of Northlake. Note: The alarm system will automatically reset at 12:00 a.m.
13. ***Failure to return the key card to the Northlake Police Department, 55 E. North Avenue, immediately following the event or the return of a damaged key card will result in the forfeiture of the \$50.00 key card deposit. Check deposits will be mailed and cash deposits can be picked up at City Hall the following business day.***

THIS APPLICATION BECOMES A BINDING AGREEMENT UPON EXECUTION BY THE CITY OF NORTHLAKE.

I hereby authorize the City of Northlake to charge my credit card for any expenses which may arise due to property damage, or clean-up after my event.

The undersigned also agrees to save and hold harmless and reimburse the City of Northlake with respect to any claims, suites, attorney's fees, and any other expenses which may arise due to personal injury or property damage suffered or incurred in connection with or incident to the use of the Community Center by the undersigned.

Signature of Applicant

City of Northlake Agent

**COMMUNITY CENTER CHECKLIST
FOR CLEAN-UP**

- _____ 1. All lights must be turned off.
- _____ 2. Tables need to be wiped off, folded and returned to the closets.
- _____ 3. Chairs need to be put back - stacked against the walls.
- _____ 4. Garbage must be put in plastic garbage bags and placed in the outside dumpster.
- _____ 5. Kitchen must be cleaned.
- _____ 6. Floors must be swept, mopped and/or vacuumed. Cleaning supplies are not provided other than vacuum, mop and broom.
- _____ 7. Bathrooms need to be picked up of excessive paper and personal belongings.
- _____ 8. All doors must be locked.
- _____ 9. Before leaving, double check for personal items so they are not left behind.
- _____ 10. Double check to make sure the stove and oven are turned off and refrigerator is empty.

The City of Northlake and its employees are not responsible for any items or personal belongings left after a party or event.

Signature of Applicant

City of Northlake Employee



City of Northlake
Office of Mayor Jeffrey T. Sherwin
55 E. North Ave.
Northlake, IL 60164
(708) 343-8700
(708) 343-8038
Memorandum

To: Sandra Vasquez Community Center Renter

From: Mayor Jeffrey T. Sherwin

Re: Alcohol Prohibited

Please be advised that the City of Northlake will not tolerate any alcohol in the Community Center by any renter or spectator. The Police Department will be performing spot checks of the premises. In the event alcohol is found or evidence of alcohol is found, the event will be immediately shut down with no reconsideration.

Renter _____

City Employee _____

Date _____

IMPORTANT INFORMATION

Key To Community Center

Please be advised that you **MUST** pick up your key for the Community Center during the week prior to your party.

City Hall Hours

Monday through Friday 9:00 a.m. to 5:00 p.m.

Saturday 9:00 a.m. to 12 noon

**You must come to City Hall to get your key.
If you do not pick up your key, you will be
charged an additional \$25.00 service fee.**

You must also return the key to the Police Station immediately after your event. Failure to do so will result in the loss of your deposit.