

# *Mary Lubko Center Rental Event Order*

<p>Contact Name:</p> <p>Contact Phone:</p> <p>Contact Address:</p> <p>Contact E-Mail Address:</p> <p><input type="checkbox"/> Resident                      <input type="checkbox"/> Nonresident</p> <p>Mary Lubko Center Contact:</p>	<p>◆ Event Date:</p> <p>◆ Event Times:</p> <p>◆ Event Type:</p> <p>◆ Expected Attendance:</p> <p>◆ Room Designation:</p> <p>◆ Additional Equipment Rented:</p>
<p><b>Rental Fees:</b></p> <p><b>\$125 Refundable Security/Key Deposit Fee*</b></p> <p>WPD Resident - \$250 for the first 3 hours, \$50 for each additional hour</p> <p>WPD Nonresident - \$400 for the first 3 hours, \$100 for each additional hour</p> <p>Commercial - \$215 first hour, \$115 for each additional hour</p> <p><i>Rentals include 1 hour before and 30 minutes after event times for setup and cleanup</i></p>	<p>Building Tour Desired?   <input type="checkbox"/> Yes            <input type="checkbox"/> No</p> <p>Tour Date &amp; Time:</p> <p>Key Pick-up Date &amp; Time:</p> <p>Key Returned Date:</p>
<p><b>Equipment Included in Rental Fee:</b></p> <p>12 Rectangular Tables-6 foot long by 30 inches wide</p> <p>85 Folding Chairs, 24 black mesh chairs</p> <p>5-36" Square grey-topped tables</p> <p>6-42" Round Tables-<i>not to be moved from Coach Room</i></p>	<p>Certificates of Insurance Required?   <input type="checkbox"/> Yes            <input type="checkbox"/> No</p> <p>Other:</p>
<p><b>Additional Equipment Available to Rent:</b></p> <p><b>Coffeemaker: \$10</b> includes cups, sugars, powdered creamer.</p> <p style="text-align: center;"><i>Bring your own coffee.</i></p>	<p style="text-align: center;"><b><u>Additional Notes:</u></b></p>
<p><b>Fees Charged: # Hours _____ X Fee _____ = _____</b></p> <p style="padding-left: 40px;"><b>Building Rental Fee:</b></p> <p style="padding-left: 40px;"><b>Security/Key Deposit: \$125</b></p> <p><b>Additional Equipment Fees:</b></p> <p style="text-align: center;"><b>Total:</b></p>	<p>Reservation Number:</p> <p>Rental Fee Paid - Receipt # &amp; Date:</p> <p>Sec. Dep. Fee Paid - Receipt # and Date:</p> <p>Sec. Deposit Fee <i>Refunded</i> Receipt # and Date:</p>
<p style="text-align: center;"><b><u>Meal Service**</u></b></p> <p><b>Time:</b></p> <p><b>Caterer Name:</b></p> <p><b>Phone:</b></p> <p><b>Address:</b></p> <p><b>Certificate of Insurance required?                      Received?</b></p>	<p style="text-align: center;"><b><i>Additional Information:</i></b></p> <p><i>* Refundable Security/Key Deposit Fee-will be refunded within 30 days provided event-generated garbage was removed by renter, no damage occurred, no excessive clean-up was required, all policies were followed, and the key was returned.</i></p> <p><i>**PER YOUR EVENT CONTRACT, ABSOLUTELY NO HOMEMADE FOOD OR ALCOHOLIC BEVERAGE OF ANY KIND IS ALLOWED ONTO WHEATON PARK DISTRICT MARY LUBKO CENTER PROPERTY. ANY FAILURE TO COMPLY WILL RESULT IN THE FORFEITURE OF YOUR ENTIRE SECURITY/KEY DEPOSIT FEE.</i></p>
<p><b>Client Set-Up Time:</b></p> <p><b>Door Open Time:</b></p> <p>Additional Meal Service Notes:</p>	<p><b>Client Signature:</b> _____</p> <p><i>This is the final Event Agenda. If anything previously discussed is not on this sheet please see Linda or Patty prior to signing.</i></p>