



CHUCK'S HAVEN
BANQUET HALL

Date:

Facility Rental Agreement

CONTACT INFORMATION

Organization Name			
Contact Name	Drivers Lisc/ID State	#	
Phone	Fax		
Mailing Address			
Email			
Business Type			

EVENT INFORMATION

Rental Dates	Rental Day(s)		
Set Up Time:	Start	End	
Room(s) Requested			
Type of Event:			
Est. Attendance	Adults (over 18)	Kids (under 18)	Security Needed _____

Will you need: catering Yes___ No___ Event Planner Yes___ No___ Decorator Yes___ No___

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Will you need: ___ Podium (Free) ___ Projector ___ Event Planner ___ Decorations

ADDITIONAL INFORMATION

Will admission be charged? Yes ___ No ___

Will merchandise be sold? Yes ___ No ___

Note: NO Nails or pins of any kind are not allowed on the wall. Small pins can be used in the wooden trim along the ceiling. Tape must be paint friendly and not cause paint to be removed. Damage to walls, floor ceilings will be deducted from your Cleaning Deposit Refund

Additional Services Needed ___ Servers ___ Bartenders ___ DJ

Other Information

Room Diagram/Table Setup (Due on or before the Wednesday prior to your event)

Initial _____

Mon-Thur Sm Rm \$45 per hour before 6:PM \$55 after 6PM - Lg Rm \$75 per hour before 6PM- \$85 after 6pm
Fri/Sat/Sun Small room \$85 per hour Large Room \$135 per hour (four hour minimum)

Base Price ____\$_____

Security Required _____N_____

Account Balance _____\$_____

C- Deposit ____\$_____

Booking Fee ____\$_____

Due Date _____/ /_____

TOTAL _____

Payment Rcvd _____

Date _____

Please Initial all areas below:

BOTH Deposits (Booking and Cleaning) are due at time of Rental (no exceptions)

*We require a \$100 non refundable booking fee (\$50 is applied to your balance and \$50 is an admin fee)

*We require a \$100 fully refundable Cleaning Deposit. **(YOU MUST EXIT ON TIME/ hall must be left in clean condition table coverings/ decorations/ trash/food/decorations removed and taken to dumpster at end of event. Chuck's Haven will not be responsible for property left after event is over. CLIENT MUST SIGN EXIT FORM to verify clean up and exit time.** Cleaning Deposit Refund are processed on Tuesdays and mailed out to the address you provide. Contact main office for refund questions ***Final payment must be made within 10 business days of your event or it will be cancelled and both deposits forfeited**

* Final balance must be paid by. _____

***No Personal checks/credit cards accepted on or within 10 business days of the event**

TERMS GUIDELINES AND LIABILITY

All cancellations must be made in writing and submitted to chuckshavenhall@gmail.com **No cash refunds are given. Refunds will be processed within 48 hours of cancelation and mailed within 7 days of written cancellation..**

If canceled on or before the 60th day prior to the booked date, your full balance, (minus \$100 booking deposit) will be refunded.

If canceled on or before the 30th day prior to the event 50% of your balance, (minus a \$100 booking deposit) will be refunded.

If cancelled within 30 days of your event you forfeit your full balance.

If the event is cancelled by Chuck's Haven for reasons outside of our control, you will be given the choice of a full credit or refund.

A \$25 returned check fee will be assessed

By signing this document, I/we) agreed to the following:

- 1) The undersigned member will insure all guest in his/her party will abide by the terms of this agreement at all times during their visit and will **comply with all rules and regulations posted or otherwise communicated to undersigned.**
- 2) **Client will clean room(s) and exit the building by the paid booked time with NO EXCEPTIONS. The undersigned will be charged the hourly rate for all time they or their guest, occupy the building after their paid time.. All unpaid fees due, will be deducted from your Cleaning Deposit and excess will be billed to the address provided.. EXIT FORM MUST BE SIGNED AT THE END OF YOUR EVENT to verify room is clean and time your event ended**
- 3) In case of illness or injury, Chuck's Haven Banquet Hall is authorized to contact emergency medical treatment personnel (911) as the guest's expense
- 4) Chuck's Haven Banquet Hall reserves the right to have guest removed from the facility **who fail to comply with any posted rules and regulations or otherwise breaches the terms of this contract, in which case the guest will not be entitled to a refund.**

I understand and agree that by signing this agreement, I am giving up my right (and/or the right of the minor(s) for whom I sign) to make any claim against Chuck's Haven Banquet Hall, its agents, employees and volunteers, including the right to sue them for bodily injury or property damage or an other loss that I might suffer while using Chuck's Haven Banquet Hall facilities, service, except as limited by law.

***NO PARKING IN "Walters" parking lot Monday-Friday (vehicles can ticketed/towed at owners expense)**

***ADDITIONAL PARKING ON STREET AND ON THE NORTH SIDE OF THE BUILDING**

***NO SMOKING INSIDE OR IN FRONT OF THE FACILITY (PLEASE USE BACK PATIO or REAR DOOR AREA)**

Signature _____

Date _____

Print _____

Chuck's Haven Banquet Hall 14844 Chicago Road, Dolton, IL 60419 **708-849-2100** chuckshavenhall@gmail.com