

# PARK PLACE AT CENTRAL

15601 S. Central Ave. • 708-687-7270 ext. 118

## INDOOR RENTAL FACILITIES

Permits accepted on an ongoing basis



### Life is an event, make it memorable

Located only steps away from the Oak Forest Park District's main building, Park Place at Central is a beautiful facility for your next special event or business function. The space features a private kitchen area, floor to ceiling windows, wood like flooring and neutral colors with access to our outdoor gazebo and community park.

#### Private tours & bookings available by appointment only

Contact Rental Coordinator, Ericka Vetter, for more information and date availability

Parkplace@oakforestparks.org 708.687.7270 ext. 118

Like & follow "PARK PLACE AT CENTRAL" on FACEBOOK and to view photos

#### GUEST CAPACITIES:

Half Space Rental-Maximum of 60 guests | Full Space Rental-Maximum of 120 guests

NO HOLIDAY RENTALS • PRICES SUBJECT TO CHANGE

| RESIDENT RENTAL RATE<br><i>1 Form of Current Identification Required</i>                 | NON-RESIDENT RENTAL RATE   |
|--|--|
| <b>Full Space – Monday through Friday</b><br>\$100.00 per hour<br>4 hour minimum (\$400) | <b>Full Space – Monday through Friday</b><br>\$130.00 per hour<br>4 hour minimum (\$520) |
| <b>Full Space – Saturday and Sunday</b><br>\$140.00 per hour<br>4 hour minimum (\$560)   | <b>Full Space – Saturday and Sunday</b><br>\$170.00 per hour<br>4 hour minimum (\$680)   |
| <b>Half Space – Monday through Friday</b><br>\$80.00 per hour<br>4 hour minimum (\$320)  | <b>Half Space – Monday through Friday</b><br>\$100.00 per hour<br>4 hour minimum (\$400) |
| <b>Half Space – Saturday and Sunday</b><br>\$90.00 per hour<br>4 hour minimum (\$360)    | <b>Half Space – Saturday and Sunday</b><br>\$120.00 per hour<br>4 hour minimum (\$480)   |



#### RENTAL AMENITIES INCLUDE:

- Renter's choice of a day or evening event (*day rentals to conclude by or before 4pm and evening rentals to begin set up at 5:30pm*)
- One tour included if desired
- 5 foot round guest tables (*seat a maximum of 8 chairs per table*)
- Cushioned, neutral colored, banquet chairs
- 8 foot rectangular tables for other set up needs
- Custom designed floor plan with the event team setting up and taking down all tables and chairs
- Private kitchen space with a pull-down window option (*Including: refrigerator, freezer, double sink, microwave, and 60-cup coffee urn*)
- Bar & beverage serving counter with an ice sink (*renter to provide ice*)
- Catering delivery door with ramp to kitchen space to avoid interruption of the event
- Wall mounted smart television with basic channels
- Guest Wi Fi Service
- Access to ceiling fans and lighting with dimmable options
- Floor to ceiling windows with accessible roll down window treatments
- Event utility cart to conveniently haul event items for set up and clean up
- Restrooms located in the foyer and equipped with baby changing stations
- Portable podium
- American Flag
- Seasonal coat racks
- Access to our outdoor gazebo and community park
- Private event signage displayed outdoors to encourage event privacy

#### PAYMENT/SECURITY DEPOSIT/CANCELLATION POLICY:

- The full rental payment is due upon securing the date with an additional \$200.00 security deposit and signed agreements.
- The length of time needed for set up and clean up MUST be included in the rental hours purchased. (Minimum of a ½ hour set up and a ½ hour clean up required)
- **Acceptable forms of payment:** Cash, check or credit/debit card. Rental will be cancelled if renter's check is returned due to insufficient funds
- **Cancellation submitted at least 60 days prior to the event date**, renter to receive a 50% refund of the rental fee. The full \$200.00 security deposit will be refunded.
- **Cancellation less than 60 days from the event date**, the renter will forfeit 100% of the rental fee. The full \$200.00 security deposit will be refunded.
- No transfer/change of rental date permitted. Additional policies provided upon booking

#### RENTERS TO PROVIDE:

- Food, beverages and decorations desired (including table coverings for all park place tables provided)
- Renters are allowed to serve alcohol with proof of General Liability Insurance with appropriate liquor liability coverage from an insurance carrier of their choice
- Additional on-site event vendors must be approved by Park Place and submit a certificate of insurance stating Oak Forest Park District as additionally insured. *Including but not limited to: food trucks, disc jockey's, magicians, etc...*
- No bounce houses/blow up or ball pit devices are allowed indoors or outdoors

