



VILLAGE OF **SOUTH CHICAGO HEIGHTS**

Village President
Terry L. Matthews

Trustees
Tracy L. Bosco
Rose Ann Diederich
Terry Fiorenzo
Araceli H. Marrufo
John M. Ross
Eric R. Stanton

Village Clerk
Catherine Linan

Village Hall
755-1880

Police Dept.
754-7131

Fire Dept.
755-9589

Senior Center
755-7903

Public Works
755-7888

Dear Applicant,

We wish to make the Village of South Chicago Heights Senior Center & Pavilion warm and inviting locations for your event! Help us take care of these facilities so they remain inviting for many years to come. We thank you in advance for maintaining our facility to create memories for you and your loved ones!

The Senior Center maximum occupancy is 242 without tables and chairs and 113 with tables and chairs. Rental hours are Sunday thru Thursday is between 9:00am to 11:00pm; Friday and Saturday 9:00am – Midnight.

Pavilion rental hours are between 9:00am to Dusk, Sunday thru Saturday.

The rental of our facility requires the following:

1. Rental Application & Fees*
2. Liquor License Application (If Applicable)
3. Use of Facility Regulations
4. Cleaning Policy and Checklist

* Deposit refunds are issued within 30 days after the event.

Applicant:

1. The applicant must be 21 years of age.
2. A Valid Driver's License or State ID is required. The applicant's address must match the address on the application.
3. Valid Credit Card on file.

Your assigned Event Coordinator is _____.

Please read and understand this contract in its entirety prior to signing. Village Hall will be glad to address any questions you may have.

In advance, thank you for your cooperation.

Sincerely,

Mayor Terry L. Matthews

RENTAL APPLICATION & FEES

Application Date _____

Event Date: _____

Applicant's Name: _____

Address: _____ City: _____

Contact Number: _____ Email: _____

Credit Card _____ **Exp** _____ **CVV** _____

FACILITY REQUESTED ADDITIONAL REQUESTS

{ } Senior Center { } Liquor License { } Music

{ } Pavilion { } Kitchen Use { } Inflatables

Is alcohol being served? YES NO

Is food being served? YES NO

Type of Event: _____ Group Size: _____

Start Time: _____ End Time: _____ Total Hours: _____

INCLUDE SET-UP AND CLEAN-UP TIME

RENTAL FEES

Senior Center - \$200.00 DEPOSIT

4 Hours Minimum

Pavilion - \$200.00 DEPOSIT

Until Dusk

Residential Rate	\$75.00 per hour		Residential Rate	\$100.00 per day	
Non-Resident Rate	\$125.00 per hour		Non-Resident Rate	\$200.00 per day	
Security Officer	\$25.00 per hour		Security Officer	\$25.00 per hour	
Liquor License Fee	\$100.00 per event		Liquor License Fee	\$100.00 per event	
Kitchen Facilities Fee	\$25.00 per event		Inflatables	\$15.00 per event	
Music Fee	\$10.00 per event		Music Fee	\$30.00 per event	

Total Rental Fees \$ _____

Initial Deposit Received \$ _____

Balance \$ _____

Date	Payment	Form of	Balance
		Payment	

LIQUOR LICENSE APPLICATION

DEFINITION: A Temporary Special Event Liquor License allows alcoholic liquors to be used for consumption only, and not for resale in any form, and only at the location and specific date listed on this application. An "event" can be defined as a single theme. A Temporary Special Event Liquor License must be obtained for each single theme per location.

ELIGIBILITY: The Temporary Special Event Liquor License (Not-for-Profit) application form is to be used only for events conducted by an individual, educational, fraternal, political, civic, religious, or not-for-profit organizations. DO NOT use this form if you have a current Illinois State Retailer's Liquor License.

Type of Alcoholic Beverages:

Mixed Drinks Beer Wine Other: _____

Have you ever been convicted of any crime under the ordinances of Village of South Chicago Heights, or under the Criminal Code of Illinois, or under the Federal or State Prohibition or Liquor Acts, or permitted an appearance bond forfeiture concerning the above?

Circle one: YES NO If "YES", state the offense: _____

STATE OF ILLINOIS, }

ss }

COOK COUNTY }

I, THE UNDERSIGNED APPLICANT, SWEAR (OR AFFIRM) THAT I WILL NOT VIOLATE ANY OF THE ORDINANCES OF THE VILLAGE OF SOUTH CHICAGO HEIGHTS, OR OF THE LAWS OF THE UNITED STATES OF AMERICA, AND THE STATE OF ILLINOIS, IN THE CONDUCT OF THE PLACE OF BUSINESS DESCRIBED ON PAGE 1 HEREIN AND THAT THE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. THEY ARE MADE UPON MY PERSONAL KNOWLEDGE AND INFORMATION. I AM QUALIFIED AND ELIGIBLE TO OBTAIN THE LICENSE APPLIED FOR. I AGREE TO NOTIFY THE SOUTH CHICAGO HEIGHTS LIQUOR COMMISSIONER WITHIN 10 WORKING DAYS OF CHANGES IN ANY OF THE ABOVE INFORMATION.

SIGNATURE

DATE

SUBSCRIBED AND SWORN to before this _____ day of _____, 2023.

Notary Public

SEAL

FOR OFFICE USE ONLY

Approved

Declined

VILLAGE ADMINISTRATOR

DATE

Approved

Declined

LIQUOR COMMISSIONER

DATE

USE OF FACILITY REGULATIONS

1. Facility applicant will be held responsible for the actions of their guests.
2. Applicant must be present for the duration of the rental.
3. Alcohol beverages MUST NOT be handled or served by any person under the age of 21.
4. The security deposit is non-refundable in the event of cancellation or if the facility is not returned to the condition it was in prior to rental.
5. The rental fee and security deposit shall be paid no less than 15 days prior to the date of rental. If all fees are not paid 15 days prior to rental, the Village reserves the right to cancel the rental.
6. A Village staff member will open the door at the start time of your rental. A **\$75.00** fee will be charged if a Village staff member must be called in early or if you stay past your contract time.
7. All rentals are revocable by the Village Board of Trustees or the Village President at any time.
8. The Village will assess additional cleaning fees of **\$35.00** per hour, which may be deducted in whole or in part from the security deposit, if the facility is not left in clean condition and restored to its original state. Any items left in the facility may be disposed of by the Village without further notice to the renter.
9. All rentals are subject to criminal charges for damage incurred during rental period. Any renter not abiding by the Village of South Chicago Heights code of ordinances will be fined or ticketed accordingly by the Police or Fire Department.
10. Fees are subject to change without public notification.

11. A RENTAL LIMIT OF 2 TIMES PER CALENDAR YEAR PER HOUSEHOLD.

12. All facility users are expected to conduct themselves in a manner conducive to a positive, wholesome environment.
13. Destruction of property and/or abusive language and behavior will not be tolerated.
14. Do not lean items against walls that would mark or damage the surface. No nails, tape, tacks, etc.
15. Applicant is responsible for set-up. Confetti IS NOT ALLOWED.
16. Helium balloons must be tied/weighted down to tables.
17. Alcohol, when approved, remains in the rented facility & license must be displayed. Security must be present when alcohol is being served. Alcohol will NOT be allowed to be served to someone who is a minor (under 21 years old). Glass bottles and containers are NOT ALLOWED.
18. No smoking in the pavilion and within 15 feet of any entrance, exit, window that opens, or ventilation intake in accordance with Smoke Free Illinois Act 410 ILCS.
19. Doors must remain closed while the A/C or Heater is on.
20. No solicitation is allowed during a rental.
21. Children must be monitored & supervised at all times during rental.

22. No eating or drinking permitted in Lounge Area. Use of TV is not included in rental.

23. Items in kitchen cabinets & refrigerator are not included in rental.
24. NO ENTRY INTO UNAUTHORIZED AREAS.

I have read, fully understand, and agree to abide by the rules, regulations, and restrictions governing the use of the facility as listed on this application and agree to be responsible for any damage to Village property resulting from such use and for strict observance of the rules and regulations of the Village concerning the use of the facility. I authorize the Village of South Chicago Heights to charge my credit card on file for any damages to Village property arising from the rental as noted in this contract.

I shall indemnify and hold harmless the Village of South Chicago Heights from any and all claims, demands, actions, or suits arising in connection with rental. As the authorized renter (applicant), I have read, understand and accept all of the information stated on pages 1 through 5 of this contract, in its entirety, and agree to abide by it.

SIGNATURE

DATE

Cleaning Policy & Checklist

The Cleaning Checklist must be completed and signed upon completion of your rental along with the Village Event Coordinator. The \$200.00 deposit will be refunded if the facility is left in a satisfactory condition and free of damage. If the facility is NOT left in a satisfactory condition, applicable fees will be charged against your security deposit, additional fees exceeding the security deposit WILL be billed to your credit card on file. Cleaning supplies are located in the kitchen in designated caddy.

Date/Start Time: _____

- All items at their original location
- Cleaning Caddy – broom, mop, surface cleaning solution, floor cleaning solution, trash bags and 5 cleaning rags
- Tables and chairs are clean
- Floors are swept and mopped - kitchen and bathroom
- Walls are free of any damage and/or tape, tacks, etc.
- Trash cans are clean with new bags
- All **surfaces** are clean and wiped down, including kitchen, bathrooms, lounge and entry
Kitchen sinks clean, counter wiped and prep table wiped down, trash emptied, floors swept, toilets flushed and mirrors free of smudges.

I _____ acknowledge the Senior Center Facility/Pavilion is free of any
Applicant's Signature

damage and in good operation without any noted damage or areas of concern.

Date/End Time: _____

- Return all items to original location
- Cleaning Caddy – broom, mop, surface cleaning solution, floor cleaning solution and 5 cleaning rags
- Tables and chairs cleaned and wiped down
- Sweep floors including kitchen and bathroom
- Remove all materials and decoration brought into the facility
- All trash bagged and placed in dumpster in rear parking lot
- All **surfaces** cleaned and wiped down, including kitchen, bathrooms, lounge and entry
Kitchen sinks clean, counter wiped and prep table wiped down, trash emptied, floors swept, toilets flushed and mirrors free of smudges.

I _____ acknowledge the Senior Center Facility/Pavilion is free of any
Event Coordinator's Signature

damage and in good operation without any noted damage or areas of concern.

SECURITY OFFICER

DATE/TIME

OFFICE USE ONLY

Refund - Approved

Refund - Denied

Village Administrator

Date