

The Oak Brook Club
Upper Level Banquet Room
Private Party Rental Agreement

Unit Owner's Name: _____ Unit Number: _____

Home Phone: _____ Wk. Phone: _____ Reservation date: _____

Time Period: From _____ to _____

Number of Guests: _____ Occasion of Party: _____

I will need a Security Guard for my party: Yes _____ No _____

Only owners may sponsor private parties. Owners must be in attendance with their guests and remain until all other guests have left the building. These facilities may not be utilized for charitable, business or political parties, fund raisers or meetings.

I, owner at the above mentioned address at the Oak Brook Club, do hereby agree to hold harmless The Oak Brook Club from any liability whatsoever for any occurrence which causes any bodily injury or property damage to my guests, arising out of the use of the recreation center facilities I have reserved. The Association maintains host liquor liability insurance. This covers the serving to members and their guests of drinks for which there is no charge. I understand I must obtain special insurance at my expense, and make arrangements in advance, with the approval in writing from the managing agent or Board of Trustees whenever a charge for cocktails, etc. is made. I also realize no gambling is permitted. I am fully aware of the rules governing the use of facilities, and I assume full responsibility for costs related to this event, as well as any damage to furniture, carpeting, kitchen appliances, dishes or recreation facilities through the use of same. I also understand private parties must be contained within the areas reserved. Parties are not to spill out to the balcony or other exterior areas nor are they allowed usage of the lower level. **PARTIES WITH CHILDREN (EVEN ONE CHILD) UNDER THE AGE OF THIRTEEN (13) IN ATTENDANCE MUST EMPLOY A SECURITY OFFICER WHICH WILL BE ARRANGED THROUGH THE OAK BROOK CLUB MANAGEMENT OFFICE. Notification must be given to the office fifteen days prior to the date of the party if an officer is necessary.**

Please return this form to the management office!

Resident's signature

Date

NAME: _____ UNIT # : _____
 PARTY DATE _____

The Board of Trustees has approved certain user fees which apply to the facilities and equipment. Included in these fees is a \$3.00 per person basic charge, which is added along with the various charges listed below to come up with a total bill for the function. **A deposit of \$100.00 is due to confirm the reservation** and is refundable if cancellation is made 30 days prior to the event. The minimum charge for a party is \$100.00. **All labor charges for set-up/tear down are billed at \$15.00 per hour for parties booked on a Monday thru Friday; double time (\$30 per hour) is charged for parties booked on Saturdays and Sundays. Charges for clean-up are always billed at \$15.00 per hour.**

TOTAL NUMBER OF GUESTS EXPECTED: _____ (\$3.00 PER GUEST CHARGE)

QUANTITY REQUESTED EQUIPMENT AVAILABLE QUANTITY AVAILABLE

_____	10" dinner plate	Service for 100 is available
_____	7" salad plate	in dishes, flatware & glassware
_____	5" dessert/butter plate	
_____	coffee cups & saucers	
_____	5" soup bowl	
_____	Flatware place settings*	
_____	soup spoons	
_____	butter knives	
_____	serving forks	6
_____	water pitchers	6
_____	11 oz. water glasses	
_____	7 oz. rock glasses	
_____	6 1/2 oz. wine glasses	
_____	5 1/2 oz. champagne/sherbet glasses	
_____	8 oz. high-ball glasses	
_____	salt & pepper shakers	15 sets
_____	creamer & sugar sets	15 sets
_____	thermal coffee warmers	12
_____	chairs	104
_____	5' round tables	13
_____	6' folding tables	3
_____	8' folding tables	6
_____	coffee maker (100 cup)	1
_____	ice chest	1

*a place setting of flatware includes a teaspoon, dinner & salad fork, and knife

FINAL CHARGES

Total Number of Guests from above x \$3.00 per guest _____
 Portable dance floor 15' X 15' max. (\$50.00 CHARGE) _____
 Piano (\$35.00 CHARGE) _____
 labor charges:
 Set-up \$ _____ X _____ hours _____
 Clean -up \$ 15.00 X _____ hours _____ total labor charges: _____
 Security officer _____ X \$25.50 per hour (4 hour min. charge) _____
 Sub-total _____
 minus deposit _____
TOTAL DUE THIS INVOICE: _____

CLUBHOUSE RULES AND REGULATIONS

The Oak Brook Club has provided a Club House building which may be used for Oak Brook Club member social affairs and for private functions such as receptions, teas, cocktail parties, buffets or private sit-down dinner of limited numbers.

Private social affairs by a member or group of members are encouraged. Club House and ground-level guest parking facilities generally do not permit scheduling private affairs hosted by members where the number of guests would exceed 110.

The lower level is equipped with tables and chairs for owner/resident convenience.

SMOKING IS PROHIBITED at all times in the indoor Common Areas of the Club House including the upper and lower levels of the Club House, lobbies, hallways, lavatories, offices, and other work areas. This prohibition applies to private parties and functions as well. Residents or guests are to step outside the Clubhouse to smoke.

1. Use of Clubhouse

- a. Reservations for use of the Club House must be made through the Management Office, which maintains a schedule of activities. Schedule of charges for private parties is available through the Management Office. (Please refer to page 25, Procedures for Rental of the Club House for details.)
- b. NO area of the Club House is to be used for gatherings intended to transact business. No charitable functions, fund-raising activities, sales or promotion meetings, or religious functions are permitted (with the exception of a wedding or wedding reception).
- c. An Oak Brook Club public safety officer must be present at all parties at which children (even if only one (1) child) under the age of thirteen (13) will attend. The cost to employ the public safety officer to be present during the party will be charged back to the resident hosting the party.
- d. Affairs in which the general membership may participate take precedence for reservations over dates requested by members for private parties or affairs.
- e. Children under 21 years of age are permitted in any area of the Club House, but only when accompanied by member parent. The only exception is that a member's child under 21, unaccompanied by parent, is permitted to use the garden room (lower level) up to 8:00 p.m. on days when the pool is open.
- f. Guests of members are permitted in the Club House or Club House area only when accompanied by a hosting member.
- g. Hours for use of the Club House for scheduled activities will be arranged by host/hostess (or social club or Women's Club) with Management Office with respect to the "beginning" time of event....

CLOSING HOURS ARE: Midnight Weekdays and Sundays
1:00 a.m. Saturday evening affairs

- h. Garden Room (lower level) follows same rules as upper level. The cost to rent the lower level of the Clubhouse is \$25.00. Reservations must be made through the Management Office. A Rental Agreement form must be completed at the time you make your reservation/deposit.
- i. Cooking for scheduled affairs (upper level) may be done in Club House kitchen, when proper arrangements are made in advance through the Management Office. Special arrangements for outdoor cooking in conjunction with scheduled affairs (luaus, steak fries, etc.) can be set up through the Management Office. No other cooking is permitted in the Club House or surrounding area.

2. Procedures for Rental of Club House

- a. Rental of the Upper Level: To reserve the Club House Upper Level, contact the Management Office at 630-833-0060. Management will check the reservation calendar and if the date is free, will accept your reservation. You will be given a *Private Party Rental Agreement* packet. To hold the date you have requested, you must complete the Private Party Rental Agreement Contract Form (the first page of the packet) and submit the signed contract along with a \$100 deposit to the Management Office.

About one week before the date you have reserved, the room set up forms must be submitted to the Management Office. These forms are necessary for set up of the room and billing purposes.

On the day of the party, an alphabetical list of all outside guests should be submitted *directly to the Gatehouse*. We ask that this list be furnished to the Gatehouse no less than six hours before the first guest is expected to arrive. This time is essential so that Gatehouse personnel can prepare and avoid unnecessary delays for guests.

The Management Office will prepare and mail you an invoice for the balance of the cost of your rental once set up and clean up hours have been received. **(The minimum cost for rental of the upper level of the Clubhouse is \$100.)**

- b. Rental of the Lower Level: Contact the Management Office for available dates. Once a date has been set, complete the *Private Party Rental Agreement for the Lower Level* and submit to the Management Office along with a \$25 deposit. The rental of the lower level is a flat \$25 fee. There is no set up or clean up included. What is in the room is what is available for your use. The upper level kitchen may not be used when renting the lower level. Clean up is the responsibility of the resident renting the room. The room can accommodate approximately 25 people.
- c. Decorations: Special permission from the Management Office must be secured before any decorations can be installed, or furniture moved. Nothing is to be removed, rearranged, or brought into the Club House without permission from the Management Office.

The windows of the Club House are treated with a sun protecting, tinted coating. Tape should not be used on the windows because the tape can bond with the window coating, causing damage to the window tinting material.

3. Attire

Members and members' children or guests must be properly attired at all times while in the Club House.