

## Banquet & Room Rental FAQ's

What is the difference between Room Rental and Banquet Rental?

- Banquet-Alcohol is allowed
- Room Rental-No alcohol allowed

How old do you have to be to book a banquet or room rental? At least 21 years of age, who assumes responsibility for the event and will be present during the entire rental period.

What is the banquet room capacity?

- LCC, Room 1 and 2 with dance floor-maximum of 160
- LCC, Room 1 and 2 without dance floor-maximum of 180
- LCC, Room 2- Maximum of 50
- You may not exceed our maximum amount of people.

What kind of banquet packages do you provide?

- **Package 1: 4-HOUR PARTY** \$100 an hour Banquet Hall Rental (Minimum of 50 Guests) and Cash Bar (\$250 minimum).
  - **Package 2: 4-HOUR PARTY** \$100 an hour Banquet Hall Rental (Minimum of 50 Guests), \$5 per Person Pop Only (Paid at the conclusion of the event by cash, debit or credit card) and Cash Bar (\$250 minimum).
  - **Package 3: 4-HOUR PARTY** \$100 an hour Banquet Hall Rental (Minimum of 50 Guests) Customized Bar (\$250 minimum)- Paid at the conclusion of the event by cash, debit or credit card.
  - **Package 4: 5-HOUR PARTY** \$16 per Person (Under 5 is Free, Minimum of 100 Guests) for Beer, Wine and Pop (Paid at the conclusion of the event by cash, debit or credit card), Cash Bar for Mixed Drinks. Bar Closes for an hour during dinner. Children under the age of 5 do not count towards minimum.
  - **Package 5: 5-HOUR PARTY** \$24 per Person (Under 5 is Free, Minimum of 100 Guests) Full bar- Paid at the conclusion of the event by cash, debit or credit card. Bar Closes for an hour during dinner. Children under the age of 5 do not count towards minimum.
  - **Package 6: 3-HOUR PARTY (Room 2)** \$75 an hour Banquet Hall Rental (Maximum of 50 Guests), Cash Bar or Customized Bar (\$150 minimum)- Paid at the conclusion of the event by cash, debit or credit card.
- \$250 security deposit is required to reserve your date.
  - Full Payment and Lay-Out is due 14 days prior to event.

How much do you charge for a Room Rentals?

- LCC, Room 1: Holds up to 130 people (\$100/hour)
- LCC, Room 2: Holds up to 50 people (\$80/hour)
- LCC, Rooms 1 and 2: Holds 180 people w/o dance floor (\$125/hour)
- LCC, Bi-Centennial Room: Holds up to 50 people (\$80/hour)
- Administration Building (701 W. Haven Ave) All Purpose Room, Holds up to 60 people (\$100/hour)
- *Each ROOM RENTAL is required to pay a set-up and tear-down fee of \$30. (If renting LCC Rooms 1 & 2, Fee will be \$55)*

What is the layout of the rooms? We have a few layout options for you, after viewing the layouts, you may choose to eliminate tables, chairs, or change out round tables to 8ft rectangle tables. Round tables fit 8 chairs comfortably, but the max is 10. Rectangle tables fit 8 chairs. *Upon request, Children's tables (rectangle) and chairs are available.*

Can we move the dance floor, or does it have to go in corner like shown on layout? Yes, upon registering request a blank layout and draw your layout.

How big is the dance floor? 16 x 16 (estimated), depends on your capacity.

Children attending the event: Must be supervised at all times. A ratio of 1 adult (over the age of 21) to every 10 children under the age of 18 is required for events in which a large number of minors are expected.

Do you provide the food? The New Lenox Community Park District does not have a kitchen, nor do they provide any dishes, utensils, extension cords, heating elements or food storage. You are able to bring in your own caterer. The caterer must provide a Certificate of Liability Insurance naming the New Lenox Community Park District as additionally insured.

Can I bring in my own alcoholic beverage for a Room Rental or Banquet? No

Can I ask for additional hours for my party? Yes, for banquets the cost is \$100.00 for an additional hour of party. For Room Rentals regular hourly rates apply. This must be requested when making final payment.

**What does the banquet fee include:** Complimentary ½ hour decorating time, choice of round tables and/or banquet tables and choice of diagram, set-up and take-down of chairs and tables, designated dance floor if desired, Wi-Fi, trash cans/liners, bartender and maintenance services.

**Can I ask for additional time to decorate for my banquet rental?** Yes, if additional time is needed for decorating, you can add hours at a rate of \$20 per hour (beginning at 10:00am) or flat rate of \$100 (beginning at 10:00am) *Please note:* Additional set-up time payment is due at time of booking.

**What kind of decorations can I bring in?** Decorations are welcomed and encouraged. The use of tacks, nails, or anything that permanently alters the walls, ceiling, floors, or doors to secure decorations is prohibited. Candles must be enclosed. Any adhesive materials used must be completely removed prior to the departure of the rental party.

**What sizes are your tables?** Banquet tables are 8ft. and Round tables are 72 inches.

**Are we allowed to have a DJ or Band?** Yes, you can but if they need additional set up time you are required to pay the hourly rate of \$20 per hour.

**Do you have equipment we can use such as: radio, microphone, television, easels, screens, and projector?** No, but you may bring in your own equipment at your own risk (Exception we have a screen that pulls down from the ceiling in the All-Purpose Room).

**After dinner can someone move the tables, so we have more room to move and dance?** Yes, please inform us when you bring in the final layout. We will notify our staff on duty.

**Instead of using all round tables can we use banquet tables instead?** Yes, as long as this does not exceed our capacity.

**What do we have to clean up before we leave?** Your own personal belongings and garbage on tables.

**Is there a security deposit and is it refundable?** The security deposit will be retained to cover excessive clean-up cost, additional rental time not specified on the contract, damage to the property or equipment. If the cost of the aforementioned conditions exceeds the security deposit, the person signing the contract will be responsible for the balance and will be billed accordingly. You will receive the security deposit 30 days after your party as long as nothing was damaged. A check will be mailed to the person whose "Name" is indicated on the Facility Rental Application.

**How much do I have to pay at the time of booking?** The required deposit fee and any additional set-up time payment (if you requested).

**When is the final payment due?** The applicant must submit full payment 14 days prior to the rental date. If the payment is not received prior to 14 days, the New Lenox Community Park District reserves the right to cancel the reservation. If the rental application is made within that 14-day period, full payment is due immediately via cash or charge.

**When is the final headcount and room layout due?** The final headcount along with the set-up diagram must be submitted 14 days prior to the event.

**What is the cancellation policy?** Cancellation within the 14-day period prior to the rental date:

- 8-14 days prior: Security deposit is retained. The rest will be refunded within a period of 30 days
- 7 days or less: Security deposit plus 50% of the rental fees will be retained. The other 50% will be refunded to the signee within a period of 30 days.

\*\*\*\* PLEASE NOTE\*\*\*\*

Our Offices are closed on the weekends; therefore, we do not have staff answering phones. If you have an emergency the day of your event, please call and/or email and leave a detailed message along with a phone number and staff will call you back

FOR ROOM AND BANQUET RENTALS 779.803.2454 OR EMAIL:

\*Jeff Franson, Custodial Maintenance Supervisor - [jfranson@newlenoxparks.org](mailto:jfranson@newlenoxparks.org)

\*John Camp, Facilities Maintenance Supervisor - [jcamp@newlenoxparks.org](mailto:jcamp@newlenoxparks.org)

FOR PARK RENTALS CALL 779.803.3253 OR EMAIL:

\*Ken Stephens, Parks Maintenance Director- [kstephens@newlenoxparks.org](mailto:kstephens@newlenoxparks.org)

\*Gary Wilde, Parks Maintenance Assistant Director- [gwilde@newlenoxparks.org](mailto:gwilde@newlenoxparks.org)