

Glencoe City Center Rental Application

This application must be filled out completely by an adult 21 years of age or older (contact person). Any youth party or event must have adult supervision at all times. All appropriate deposits and down payment fee must accompany this form prior to the application being approved.

EVENT:		DATE OF EVENT:	
NAME OF APPLICANT:		DATE OF APPLICATION:	
NAME OF ORGANIZATION (if applicable):		NAME OF BRIDE AND GROOM (if applicable):	
ADDRESS:			
CITY, STATE, ZIP:			
HOME PHONE:		NUMBER OF GUESTS EXPECTED:	
CELL PHONE:			
WILL ALCOHOLIC BEVERAGES BE SERVED?			
GUESTS TO ARRIVE AT (TIME):		LEAVE AT (TIME):	
ROOM(S) REQUESTED (PLEASE CIRCLE):			
NORTH BALLROOM	SOUTH BALLROOM	FULL GRAND BALLROOM	
SENIOR COMMUNITY ROOM	HENRY HILL ROOM	COURTYARD (not yet available)	
EQUIPMENT REQUESTED:			
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<p>By your signature below, you agree that you have been given a copy of and read the City of Glencoe's City Center Facility Rental Agreement, understand it, and agree to abide by its terms.</p>			
SIGNATURE OF APPLICANT:		DATE:	
SIGNATURE OF CITY STAFF:		APPROVAL DATE:	