



## TASC-Banquet Hall Rental Agreement

### Applicant Information:

- **Name:** \_\_\_\_\_
- **Address:** \_\_\_\_\_
- **City/State/Zip:** \_\_\_\_\_
- **Work Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Event Details:

- **Number of Guests:** \_\_\_\_\_
- **Date:** \_\_\_\_\_
- **Type:** \_\_\_\_\_
- **Setup Time:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_ (No Later than 12am)
- **#Of Round Tables:** \_\_\_\_\_ **# Of Rectangle Tables:** \_\_\_\_\_ **# Of Chairs:** \_\_\_\_\_

### Rental Packages:

- Safranbolu: \$900
- Kutahya: \$800
- Safranbolu & Kutahya: \$1500

\*\*\*The Rental period is max 10 hours in one day.

- **Additional Hours:** \$100 each

### Equipment Rental (\$50 each for event duration):

- Microphone, Podium, Projector, Sound System, Other: \_\_\_\_\_

### Fees & Payments:

- **Security Deposit:** \$300 (Refundable under conditions)

\*\*\*No refunds of deposits if cancelled prior 30 days of event.

- **Subtotal:** \$ \_\_\_\_\_
- **Non-refundable Booking Fee:** \$200
- **Grand Total:** \$ \_\_\_\_\_ **Paid by:** [ ] Check [ ] Cash [ ] Credit Card [ ] Zelle
- **Zelle:** [donate@taschicago.org](mailto:donate@taschicago.org)
- \*\*\*All payments must be paid 3 day before the event!

**Payment Address:** TASC, 501 Midway Drive, Mount Prospect, IL 60056

**Cancellation Policy:**

- Deposit non-refundable if canceled within 30 days of the event.
- Balance due 3 days prior to the event.

**Security & Damages:**

- Deposit forfeited if event exceeds scheduled time without approval (\$25/50 for every 15 minutes over).
- Full refund if canceled before 30-day threshold; booking fee non-refundable within 30 days.
- Renter responsible for damages and must adhere to conditions (cleaning, no damage, and follow rules 1-19).

**Use Conditions:**

1. Cover all tables with plastic/fabric tablecloths.
2. Clean tables, dispose of trash in dumpster, and sweep the kitchen if used.
3. Use only painter's tape on walls; no tacks/nails.
4. No alcohol, candles, or propane gas tanks without approval.
5. Accept premises as is and maintain condition except for reasonable wear and tear.
6. Renter assumes all risk for damages or injuries and agrees to indemnify TASC against all claims.
7. Agreement is non-transferable; renter must not represent themselves as an agent of TASC.
8. Vacate room by the agreed ending time.
9. Event limited to activities and participant numbers stated in the application.
10. Additional charges for extra equipment or maintenance.
11. Usage limited to specific areas agreed upon.
12. TASC to provide an attendant for the event.
13. No loitering in front of the building.
14. TASC may cancel for regulations breach or misconduct.
15. Renter must provide any requested information by TASC.
16. TASC discretion to waive regulations if not applicable.
17. Catered parties or rented equipment must be cleared post-event.
18. TASC not responsible for lost/damaged goods.
19. No smoking in the building; penalty includes forfeiture of security deposit.

This agreement outlines the terms and conditions under which the banquet hall is rented. By signing, the renter agrees to comply with all listed provisions.

*NOTE: Non-Profit Organizations\* also receive a 30% discount.*

*\* This section is for Non Profit Organizations Please send your Non Profit 501-C certificate, brief description of the program, mission and vision statements of your organization along with your application to [info@taschicago.org](mailto:info@taschicago.org) for approval.*

**Renter Signature:**-----

**Date:**---/---/-----