

# The Clubhouse

at Dolphin Lake

Located only steps away from the lake, the Clubhouse at Dolphin Lake is a stunning facility which provides a unique backdrop for your wedding reception, special event or next business function. The ballroom features high ceilings, wood look floors and scenic views which provide the perfect setting for your special day. A wonderful wrap-around deck overlooking the lake provides your guests with a private retreat with visual access to the event activities inside. Outside at Dolphin Lake you will find environmentally conscious grounds landscaped with native vegetation, and flowering shrubs and perennials. A small playground, shelter and walking path are also located near the Clubhouse.

## Rental Rates

Monday - Thursday 8 am - 10:30 pm / Friday - Sunday 8 am - midnight

### Non-Prime Time (Monday – Thursday) 2 hour min.

Full room (cap. 120)	\$70
East with Kitchen (cap. 60)	\$60
West no Kitchen (cap. 60)	\$50

### Prime Time (Friday to Sunday) 4 hour min.

Full room (cap. 120)	\$600 (\$150 per hour)
Additional hours	\$150
Holidays	\$1,200 (\$300 per hour)

**Included Amenities:** Tables, chairs, podium and sound system with microphone.

(Prime time rental only: basic table linens - white, ivory or black - no napkins)

*Other amenities and services are available for an additional fee. These include uplighting, chair covers, outdoor deck furniture, high boy tables, outdoor amphitheater seating, grand red carpet entrance and cleaning service. Please call or see the "Additional Amenities" price guide for details.*

### Premier Package Options

**Platinum (\$2,300):** Includes 10 hours of rental time, chair covers, 12 uplights, highboy tables with linens, outdoor deck furniture, outdoor amphitheater with seating for up to 100 guests, grand red carpet entrance and clean up service. *\$525 in savings!*

**Gold (\$2,000):** Includes 10 hours of rental time, chair covers, 12 uplights, highboy tables with linens, outdoor deck furniture, outdoor amphitheater and clean up service. *\$375 in savings!*

**Silver (\$1,800):** Includes 8 hours of rental time, chair covers, highboy tables with linens, outdoor amphitheater with seating for up to 100 guests, grand red carpet entrance and clean up service. *\$425 in savings!*

**Bronze (\$1,500):** Includes 8 hours of rental time, chair covers, highboy tables with linens, clean up service and your choice of either the outdoor amphitheater or 6 uplights. *\$275 in savings!*

*\*If the event uses Wiley's for catering a \$50 refund will be given after the event*

## Rental Information

The total rental fee plus security/damage deposit of \$300 is required at the time of booking. No dates will be saved without payment in full.

Wiley's Grill is the preferred caterer, call 708-957-8774 for more information.

If bringing in beer or wine, a \$300 permit/insurance policy is required. No permit is necessary if using Wiley's Grill for alcohol service.

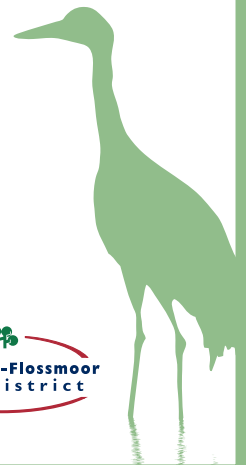
Cancellation of a rental request must be made at least 30 days in advance of event date to receive a 50% refund.

*See the Clubhouse at Dolphin Lake Rental Policies on reverse side.*

The Clubhouse at Dolphin Lake | 2700 W. 183rd Street, Homewood, IL  
Phone: 708-957-0300 | Fax: 708-957-8574 | hfparks.com



Prices subject to change.



# *The Clubhouse at Dolphin Lake Rental Policies*

## **I. Reservation Procedures and Schedule:**

- Park District programs will have priority in scheduling of all facilities.
- All facility reservations and additional amenities must be made at least two weeks in advance of the requested date.
- Reservations may be made 18 months in advance during prime time hours only. Prime time hours are from Friday to Sunday, 8am – midnight. Rental functions and festivities must be closed down by midnight however 1 hour of additional cleanup time can be purchased extending your rental to the maximum time of 1am during prime time hours only.
- 4 hour minimum for prime time hours and 2 hour minimum for non-prime time rentals.
- Reservation times include the set-up and clean-up of your event. If additional time is needed for extra set-up and/or clean-up, please purchase that time on the rental application form. Due to event scheduling, early entry is not permitted.

## **II. Payments:**

- The total rental fee plus security/damage deposit of \$300 is required at the time of booking. An additional \$200 security/damage deposit is required if renting outdoor space (shelter or amphitheater). No dates will be saved without payment in full.
- The security/damage deposit will be returned within two weeks after event if policies are followed and no damage is found.
- An additional fee of \$25/hour will be assessed when applicant is charging attendees a fee to attend event or planning to make a profit.

## **III. Alcohol**

- If bringing in alcohol (beer and wine only), a \$300 permit/insurance policy is required. The HF Park District will purchase this through PDRMA (Park District Risk Management Agency). No permit is necessary if using Wiley's Grill for alcohol service.
- Alcohol must be kept in the building and on the deck only; no alcohol is allowed in the park or parking lot.
- No cash bars are allowed unless renter is using Wiley's Grill for alcohol service.
- Rental applicant is responsible for ensuring no underage patrons consume alcoholic beverages during the entire duration of the rental.

## **IV. Cancellations/Date Changes:**

- Cancellation/date change of a rental request must be made at least 30 days in advance of event date to receive a 50% refund.
- The applicant will forfeit the entire rental fee if cancellation/date change is made less than 30 days from the rental date; unless the date is rebooked by another patron.
- The security/damage deposit will be returned within two weeks for all cancellations.

## **V. Building Usage**

- Smoking, drugs, gambling or fighting is prohibited on Park District property.
- We kindly ask you not to use: Glitter, Confetti, Tacks, Nails, Glue, Tape on Walls/Floors/Doors/Windows.
- All groups or individuals using facilities will be responsible for their general clean-up.
- All equipment and belongings of the renter must be removed upon completion of rental.
- All caterers working onsite must complete the catering application, supply necessary documents and pay yearly license fee in order to be approved by the HF Park District.
- An event host will be on duty for all rentals. The event host is responsible for seeing that the group or individual complies with the rules and regulations for the use of the facility. If there are infractions, the group or individual may be asked to leave the facility immediately. A permit may be revoked at any time due to the misconduct of individuals in the group, for misuse of the property or providing misleading/false information on the rental application. The park district reserves the right to withhold the security deposit for rule violations, not leaving the facility by specified time stated on contract, damage or excessive mess that requires additional staff clean-up, or last minute rental cancellations.
- A facility inspection sheet must be signed and completed before and after event by applicant.

## **VI. Parties, Dances, Etc., for the Age Group of 13-21:**

- A police officer with appropriate Homewood jurisdiction must be on duty during the entire rental at parties for 13-20 year olds. The applicant must make all arrangements for police security and pay the police department the appropriate fee for this service. Confirmation of police security must be received by the park district 1 week prior to event date.
- One adult (age 25 and older) chaperone must be in attendance for every ten attendees age 21 and under. Names and phone numbers of chaperones must be given when rental application is submitted. Parties are limited to 80 guests including adults. All guests will be required to wear HF Park District provided wristbands during entire event.