

Prestbury Cheshire Clubhouse Rental Information
15 Winthrop New Road
Sugar Grove, IL. 60554

Please complete the enclosed "Prestbury Cheshire Clubhouse Rental Agreement" form and return to the PCA office or drop box, no later than 2 weeks from:

_____ Date.

We will also require two separate checks payable to "Prestbury Citizens Association". One in the amount of \$100 covering rental and normal cleaning, and a separate check in the amount of \$500 as a security deposit, covering damage, extraordinary cleaning, or failure to return the key within 24 hours. (If there are no issues related to damage, extra cleaning, and no violation of any rules, the security deposit check will be shredded unless you request its return.)

Please read the enclosed "Prestbury Cheshire Clubhouse Rules and Important Information" document for further information. Please initial each page and return one copy with your checks:

Checks are due 3 months prior to the date of the event:

_____ Date.

If alcohol is to be served, an event policy covering the date of the event, listing Prestbury Citizens Association 15 Winthrop New Rd. Sugar Grove, IL. 60554 as an additional named insured, must be provided to the PCA office before access can be granted to the facility.

A key to facility can be picked up at the PCA office during normal office hours:

Keys must be returned to the PCA office or the PCA drop box no later than 24 hours after your event. Failure to do so will result in the forfeiture of your entire security deposit.

Monday through Friday: 8:30 am to 2:30 pm.

Please call Nicki at the PCA office 630-466-1576 to make arrangements to pick up your key.