

**Prestbury Citizens Association
15 Winthrop New Road
Sugar Grove, IL 60554
630-466-1576**

Request for Space

I am requesting use of the Cheshire Clubhouse for:

_____ on _____, _____, from _____ to _____.
Type of Function day date time time

Name: _____ Address: _____

E-mail: _____ Phone: _____

Anticipated Number of Guests: _____

Will alcohol be served: YES NO If "YES" an Insurance certificate must be provided before a key to the building can be provided. See "Insurance" In the "Rules and Important Information" document.

I have read the "Rules and Important Information" document and the rules outlined in the Prestbury Citizens Association "Rules and Regulations and By-Laws" booklet and promise to abide by them. I further agree to indemnify, save, and hold harmless members of the Prestbury Citizens Association Board, members of its committees and employees of Associa Chicagoland Management. I understand that I am responsible for the behavior of my guests while on the premises and that I will reimburse the Prestbury Citizens Association for the cost of any damage, missing property or extraordinary clean-up required.

Signed: _____ Date: _____

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Office Use:

Key Number: _____ Date issued: _____ Date returned: _____

\$100 Rental fee paid on: Date: _____ Check #: _____

\$250 Security deposit paid on: Date: _____ Check # _____

Deposit returned/shredded: Date: _____ Amount: _____

"Rules and Important Information" pages initialed on: _____

Initialed copy to resident on: _____

Received Insurance Certificate on: _____