

Pekin Public Library Private Social Function Agreement

Date of Application: _____

Date(s) of your event: _____

Time the room is needed: _____ until _____ Time event begins: _____

Rooms are available only during the hours the library is open. There is no access prior to the requested time and the room must be vacated fifteen minutes before the library closes.

The act of filling out this application does not guarantee the room for your function.

Contact Information

Name: _____

Address: _____

City: _____ Zip Code: _____

Home Phone # _____

Party Information

_____ Space Rental of the Library's Community Room

Rent the large Community Room for your party, and library staff will set up tables and chairs to meet your needs. You can bring in your supplies, activities, and refreshments. The recommended ratio is one adult for every 10 children.

_____ Video Game Package

Use the library's PS2 and/or Wii Gaming system, projected on the big screen, for a fun video game birthday party! Choose from the library's games, or bring in your own, and create your own video game extravaganza. Tables and chairs provided. Bring your own refreshments. Adult supervision required. The recommended ratio is one adult for every 10 children.

Children must be age 7 or above.

Costs:

_____ Community Room Rental: \$30 for 2 hours

_____ Video Game Party Package: \$50 for 2 hours, plus a \$50 deposit

Terms:

Please read the following terms carefully before signing and submitting your request.

- Rooms are available for use during regular library hours. Parties must conclude at least 15 minutes before the library closes.
- Smoking and alcoholic beverages will not be permitted.
- Groups using a meeting room must park in the south Library parking lot (off 4th Street) except for members with health or age related difficulties.
- Before leaving, the renter is responsible for ensuring decorations are removed, table tops are wiped off, and all debris is picked up.
- Deposit for Video Game Package will be returned at the end of the party after library staff inspects equipment and games.
- Your group may incur an additional fee for damages to the room.

Applicant's signature _____