



room rental

AT COMMUNITY EDUCATION



J109

Dimensions: 12' x 17'; 216 sq ft
Occupancy: 10 Conference Style
Rate: \$25/hr



J124

Dimensions: 17' x 24'; 430 sq ft
Occupancy: 12 Student Computers
Rate: \$75/hr (4 hour minimum)



J125

Dimensions: 30' x 30'; 900 sq ft
Occupancy: 32 Classroom Style
Rate: \$125 0-4 hours | \$255 4-8 hours



J127

Dimensions: 30' x 36'; 1080 sq ft
Occupancy: 36 Classroom Style
Rate: \$175 0-4 hours | \$325 4-8 hours

Email communityeducation@parkland.edu
or call 217/351-2235 to reserve your space.



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contact

Name: _____

Phone: _____

Email: _____

company

Company Name: _____

Billing Address: _____

room request

Name of Event: _____

Purpose of Event: _____

Requested Date(s): _____

Setup Time: _____ Event Start Time: _____ Event End Time: _____ Tear Down Time: _____

Room Number: _____ Number of Attendees: _____

Room Setup: (select one; if other please attach diagram or written description)

☐ Standard Classroom ☐ U-Shape ☐ Conference Style ☐ Chairs Only ☐ Other

Registration Table: (select one)

☐ Inside Room ☐ Outside Room ☐ None

Media Equipment Needs: (select all that apply)

☐ LCD Projector & Screen ☐ Computer ☐ Television ☐ Document Projector ☐ Audio System ☐ Flip Chart

☐ Video Conferencing ☐ Zoom Camera ☐ PC Laptop Hookup ☐ Other: _____

Printing Needs: (price based on style/quantity) _____

Note: Classrooms are equipped with LCD projector & screen, instructor computer, PC laptop hookup, and DVD capabilities. Complimentary ice water and coffee available. Tax and service fees are included in rate.

catering

We work with [Betsy's Bistro](#) to provide excellent catering for your events. From breakfast buffets to gourmet lunches, Betsy's has a plan. Contact Betsy's at BBParkland@HendrickHouse.com or call 217/373-3759 to set up.



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CONTRACT AGREEMENT

Today's Date: _____ Function Date: _____
 Contract Due: _____ Reader Board: _____
 Company: _____
 Address: _____ Contact: _____
 City: _____ Email: _____
 State: _____ Phone Number: _____
 Zip Code: _____ Catering? Y/N: _____

Day	Date	Start Time	End Time	Room	Setup	Attd	Rental

Marketing: Parkland College and Community Education do not permit use of its logo on any marketing materials without express permission and prior review. Use of the logo without permission will result in immediate termination of the contract with no refund.

Cancellation: If client cancels the event/meeting, such decision would constitute a breach of its obligation to Parkland College. Cancellation damages will be calculated as a percentage, based on the date of cancellation listed below:

Date of Cancellation	Percentage Owed
Point of signature to 45 days in advance	25% non-refundable deposit
44-15 days in advance	50%
14 days or less in advance of event	100%

Smoke Free Campus: In compliance with the Smoke-Free Campus Act (110 ILCS 64/), all tobacco use is prohibited on the Parkland College campus as of July 1, 2015. For the purpose of this policy, "campus" refers to all property owned and leased by, or leased to the College, including buildings, groups, roads, parking lots, and vehicles.

Insurance & W9: Prior to event the company must provide a certificate of insurance evidencing the existence of Commercial General Liability, Automobile Liability, Workers Compensation—Statutory, and Employers Liability. Parkland College, its employees, and Parkland College Board of Trustees shall be named as Additional Insured with respect to Commercial General and Automobile Liability Coverages. The Vendor's Insurance carrier shall waive subrogation; such stipulation shall be indicated on the Certificate of Insurance. The Certificate shall provide not less than 30 days advance notice in writing in the event of change or cancellation unless the exact dates of the event are indicated on the Certificate of Insurance including any rain dates. In addition, the vendor must also provide a W9.

Entire Agreement: This agreement constitutes the final, complete and exclusive statement of the terms of the agreement between the parties regarding its subject matter and supersedes any prior and contemporaneous offers, negotiations and understanding, whether oral or written, between the parties.

Client Approval _____

Parkland Staff Approval _____

Date _____

Date _____

A 25% non-refundable deposit is due at the time of signing this agreement. Final balance will be invoiced and due within 14 days of the event. Acceptable forms of payment include cash, check, or credit card (Visa, MasterCard, Discover, and American Express).

Credit Card #: _____ Exp: _____ CVV: _____



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