

Bartlett Community Center Special Event Rental Packages



Yes, you can have it all!

Pick your package depending on your party plans.
Eat, dance, and be merry!

Grande Package: \$4,500 (\$600 Security Deposit)

- Up to 12 hours total in the gymnasium (includes setup and cleanup)
- Up to 7 hours in the Oak Room and 7 hours in a Program Room
- Recommended for parties over 1,000 people
- Rental Supervisors provided for assistance

Premium Package: \$3,000 (\$450 Security Deposit)

- Up to 8 hours total in the gymnasium (includes setup and cleanup)
- Up to 7 hours in the Oak Room
- Recommended for parties 600-1000 people
- Rental Supervisors provided for assistance

Classic Package: \$1,600 (\$300 Security Deposit)

- Up to 6 hours total in the gymnasium (includes setup and cleanup)
- Recommended for up to 600 people
- Rental Supervisors provided for assistance

Late Fees: \$100 per each half hour after the scheduled end time.

Facility Details

Program Room 2: accommodates approximately 40 people and has a carpeted floor.

Oak Room: fully customizable banquet facility. Includes space to seat 160 people and use of the full service kitchen and stage.

Gymnasium: has 3 regulation size basketball ball courts with bleacher space.

Cancellation Policy:

- **8 weeks or more prior to rental:** Loss of security deposit
- **2-4 weeks:** Partial refund- minus 75% of rental Fee & Loss of security deposit
- **Under 2 weeks:** No Refund

Rescheduling Policy:

May be rescheduled within 1 year of original date for an additional fee of \$500.

Certificates of Insurance:

Required for sound equipment, generators, and stages.

No early delivery of equipment nor equipment stored overnight.



Contact Nick Serritella, Scheduling Manager at 630-540-4859
nserritella@bartlettparks.org for more information
or to reserve a date.