



Bartlett Community Center Special Event Package

Select your package combining the Oak Room and the gymnasium depending on your party plans. Eat, dance, and be merry!

Grande Package: \$4,500

- Up to 12 hours total in the gymnasium (3 regulation size basketball ball courts with bleacher space)
 - Up to 7 hours in the Oak Room (Fully customizable banquet facility. Includes space to seat 160 people and use of the full service kitchen and stage.)
 - Up to 7 hours in a Program Room
 - Recommended for parties over 1,000 people
 - Security Deposit \$1000
- Rental Supervisors provided for assistance
Rental time includes your setup and cleanup

Premium Package: \$3,000

- Up to 8 hours total in the gymnasium (3 regulation size basketball ball courts with bleacher space)
 - Up to 7 hours in the Oak Room (Fully customizable banquet facility. Includes space to seat 160 people and use of the full service kitchen and stage.)
 - Recommended for parties 600-1000 people
 - Security Deposit \$1000
- Rental Supervisors provided for assistance
Rental time includes your setup and cleanup

Classic Package - \$1,600

- Up to 6 hours total in the gymnasium (3 regulation size basketball ball courts with bleacher space)
 - Recommended for up to 600 people
 - Security Deposit \$400
- Rental Supervisors provided for assistance
Rental time includes your setup and cleanup

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

Certificates of Insurance required for sound equipment, generators, and stages

Rescheduling Policy: May be rescheduled within 1 year of original date for an additional fee of \$1000

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

*NO early delivery of equipment *NO equipment stored overnight*

Contact Nick Serritella, Scheduling Manager 630-540-4895 nserritella@bartlettparks.org for more information
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