

BARTLETT COMMUNITY CENTER SPECIAL EVENT PACKAGE

Eat, dance, and be merry!

Select your package combining the Oak Room and the gymnasium.

Oak Room- Fully customizable banquet facility.

Includes space to seat 160 people and use of the full-service kitchen and stage.

Gymnasium – 3 regulation size basketball ball courts with bleacher space



Grande Package: \$7,400

Security Deposit \$2000

Up to 12 hours in the gymnasium *

Up to 7 hours in the Oak Room *

Up to 7 hours in two additional rooms *

Recommended for parties over 1,000 people

Rental Supervisors provided for assistance

Security Staff provided for assistance

*Rental time includes your setup and cleanup

Classic Package - \$2,000

Security Deposit \$500

Up to 6 hours total in the gymnasium *

Recommended for up to 600 people

Rental Supervisors provided for assistance

*Rental time includes your setup and cleanup

LATE FEES: \$400 PER EACH HALF HOUR AFTER THE SCHEDULED END TIME

CERTIFICATES OF INSURANCE: REQUIRED FOR SOUND EQUIPMENT, GENERATORS, & 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

CONTACT NICK SERRITELLA, SCHEDULING MANAGER 630-540-4895

NSERRITELLA@BARTLETPARKS.ORG

BARTLETT COMMUNITY CENTER 700 S. BARTLETT ROAD, BARTLETT IL 60103 BARTLETPARKS.ORG 4-1-24