

MUSEUM PARK EAST UMBRELLA ASSOCIATION

Today's Date _____

Resident's Name _____

___ Home Owner ___ Authorized User ___ Licensee

Address _____ Unit _____

Telephone Number(s) _____

Date/Time of Event _____

Your request to reserve the 4th Floor Party Room in the Museum Park Clubhouse has been received. Please be aware that reservations are on a first-come, first-served bases. **Your reservation will be confirmed after receipt of a Cashier's Check or Money Order has been received by the Management Office.**

In Season: **\$400** Rental Fee & **\$500** Damage Deposit – the weekend before Memorial Day thru October 1 AND Thanksgiving Day through January 2.

Off Season: **\$200** Rental Fee & **\$500** Damage Deposit – October 2 through the day before Thanksgiving and January 3 through the Thursday before Memorial Day.

Checks should be made payable to **MUSEUM PARK EAST UMBRELLA ASSOCIATION**. Please forward the two (2) separate checks to Museum Park East Umbrella, Management Office, 1331 S Prairie Ave., Chicago, Illinois 60605. We will only confirm your reservation after we have received these monies.

I, _____, of Unit # _____ hereby acknowledge that the Party Room has a capacity of 60 people, and have read all the policies for use of the Party Room and agree to abide by all of the conditions contained herein. I specifically agree to hold Museum Park East Umbrella Association and Legum & Norman Mid-West harmless for any injury, theft or damage to persons or property occurring in connection with the use of the Party Room on the aforementioned date.

The Museum Park Clubhouse is for exclusive use of Museum Park East Residents, their authorized Residents and Licensees.

In-Season: \$400 Rental Fee & \$500 Security Deposit Received _____

Off-Season: \$200 Rental Fee & \$500 Security Deposit Received _____

Please call Steve Deshler, Property Manager, 312.613.0375, for any questions.