



Hall measures 50 x 60

Renters Name: _____

Max Attendance 160 Guests

- 8' Rectangular tables = 7 maximum
- 3'x 3' Square tables = 2 maximum
- Renter may change two 8' rectangular tables to 6' or 4', not to exceed 7 total
- Renter may change one 8' rectangular table for up to three 32" High Top Tables = 6 max

Rental Date: _____

Max Attendance 48 Guests

- 8' Rectangular tables = 5 maximum
- 3'x 3' Square tables = 2 maximum
- Renter may change two 8' rectangular tables to 6' or 4', not to exceed 5 total
- Renter may change one 8' rectangular table for up to three 32" High Top Tables = 6 max

Cross out any unwanted tables on map. Renter responsible for changing any table locations if needed after setup is finalized.

The Hall at Viking Park Event Details

Event Date _____

Renters Name _____

Time of Renters Arrival for Set-up _____ Total Rented Hours _____

Event Hours: From _____ To _____

Clean-Up Time: From _____ To _____

Bridal Room Rented Yes _____ No _____

Audio Equipment Rented: Sound System _____ Mic _____ Podium _____

Day-Of-Coordinator _____ **Phone** _____

Caterer _____ Delivery Time _____

Bartender _____ Copy of License _____

Bakery _____ Delivery Time _____

Florist _____ Delivery Time _____

Music _____ Arrival Time _____

Linen Rental _____ Drop Off _____ Pick Up _____

Additional Vendors _____ Drop Off _____ Pick Up _____

Ceremony Location: Off-Site _____ Hall _____ Gazebo _____ Summer Kitchen _____

Cocktail Hour: Hall _____ Summer Kitchen _____

Important Information for Renters

- ❖ Alcohol is permitted with proper Host Liquor Liability Insurance through TheEventHelper.com; and a permit issued by the Gurnee Park District.
- ❖ The latest the bar may close is 11:45pm. A B.A.S.S.E.T. Certification is required for anyone working behind the bar.
- ❖ Confetti, glitter, sparklers, fog or smoke emitting devices, pyrotechnics or "stage props" used for special effects are not allowed inside the Hall.
- ❖ Nails, staples, tacks, hooks or clear adhesive tape may not be used to hang decorations on the walls.
- ❖ Ask your DJ to announce "last dance" so guests are aware the event is about to end
- ❖ Gurnee Park District property and equipment must be restored to its original condition with all food, alcohol and decorations removed following the event. Staff will begin to break down tables and chairs at the start of your clean-up time.