



# Jain Society of Metropolitan Chicago

(A non-profit tax exempt organization. Tax ID: 51-0175101)

435 N. Route 59, Bartlett, IL 60103

Phone: (630) 837-1077

Website: [www.jsmonline.org](http://www.jsmonline.org)

## ***JSMC Contacts:***

1. Arvind Shah – (847) 699-7778

2. Tejas Shah – (224) 715-8373

## **Room Rental Application**

Rental Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Purpose for renting the JSMC facility: \_\_\_\_\_

\_\_\_\_\_

If the purpose of the rental is a family social event then please indicate the name of the person(s)

for whom the event is held: \_\_\_\_\_

Your relationship to the above named person(s): \_\_\_\_\_

Number of people expected: \_\_\_\_\_

If you would be serving food, Caterer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Are you a member of JSMC? YES / NO. Are you a life member of JSMC? YES / NO

If Yes, Year you became a life member of JSMC: \_\_\_\_\_

Please provide two references with their names address and phone numbers:

1.

2.

The room(s) you want to rent (See attached exhibit A): \_\_\_\_\_

If you will be using stage, indicate which stage: A / B / Both

Will you need to use special stage lighting? YES / NO

(Special stage lightings are available for your use at an extra cost of \$100 per hour. Use of regular stage lights as installed and available is included in the stage rental)

Date and time of the proposed rental: \_\_\_\_\_

\_\_\_\_\_

Will you need any of the rooms for the purpose of decoration and/or setting up prior to the actual time of rental? YES / NO

(Main hall(s) and dining room and kitchen may be available prior to the time of rental for the above stated purpose at a nominal rate. Contact JSMc's facility rental in-charge for the rates)

Total amount of the rental charges: \_\_\_\_\_

Deposit amount: \_\_\_\_\_ Check No.: \_\_\_\_\_

Payment in full MUST be received along with a copy of liability insurance no later than 90 days prior to the date of the proposed rental.

Terms and Conditions:

1. Per the provisions of the JSMC Rental Agreement.

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**For JSMC office use only:**

Application received on: \_\_\_\_\_

Application approved on: \_\_\_\_\_

Approved by: \_\_\_\_\_

Party notified with approval on: \_\_\_\_\_