

**VILLAGE OF NORTHBROOK
USE/RENTAL CONTRACT**

This agreement entered into between the Village of Northbrook, Cook County, Illinois, and:

_____ (Organization Name and Address) _____ (Date)

hereinafter provides for the use of the Northbrook Village Hall Meeting Facilities on

_____ at _____ for _____
(Date) (Time/s) (type of program)

_____ at _____ for _____
(Date) (Time/s) (type of program)

Meeting Room _____ Anticipated Attendance _____

Contact Person: _____ Phone _____ Email: _____

Liability Insurance Policy attached Room Rental Fee \$25 Fee waived

Room Set Up Requirements (Tables/Chairs) _____

Equipment Requirements (Microphone, VGA Cable, MAC adaptor, Wi-Fi) _____

(Signature of Representative) (Date)

(Signature of Village Official) (Date)

**RETURN CONTRACT TO:
Village Manager's Office
Village of Northbrook
1225 Cedar Lane
Northbrook, IL 60062**

NOTE: Please review attachment for conditions of use.