

**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: \_\_\_\_\_

Acknowledge Hold Harmless/Indemnity (attached)

Room Set Up Requirements (Tables/Chairs)  
\_\_\_\_\_

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

Room Rental Fee \$25  ***If Staff time or Village equipment is not needed \$25 Fee is waived***  
Fee waived

\_\_\_\_\_  
(Signature of Representative) (Date)

\_\_\_\_\_  
(Signature of Village Official) (Date)

NOTE: Please review attachment for condi-

**RETURN CONTRACT TO:**  
**Village Manager's Office** tions of use.  
**Village of Northbrook**  
**1225 Cedar Lane**  
**Northbrook, IL 60062**  
**Phone: 847-664-4010**