

### Application Information

Please email completed form to [rent@centeronhalsted.org](mailto:rent@centeronhalsted.org) or FAX to 773.661.0780.

ORGANIZATION / NAME	IF APPLICABLE, LIST 501C3 TAX ID	
CONTACT NAME	EMAIL	PHONE
BILLING ADDRESS		
CITY / STATE / ZIP		

### Event / Meeting Description

PLEASE DESCRIBE YOUR EVENT.

### Event

LIST DESIRED DATE(S) AS WELL AS ALTERNATE DATE(S) \_\_\_\_\_

LIST PREFERRED START AND END TIME \_\_\_\_\_

NUMBER OF ATTENDEES \_\_\_\_\_

VENUE REQUEST (please check the room(s)/venue(s) you are requesting)

- SMALL MEETING ROOM     1 MEDIUM MEETING ROOM     2 MEDIUM MEETING ROOMS     3 MEDIUM MEETING ROOMS
- LARGE MEETING ROOM     BILLIE JEAN KING RECREATION HALL     HOOVER-LEPPEN THEATRE
- IRVING HARRIS FAMILY FOUNDATION RECEPTION HALL     RICHARD M. DALEY ROOFTOP TERRACE     JOHN BARAN HALL

WILL YOU BE SERVING FOOD OR ALCOHOL     FOOD & ALCOHOL     FOOD ONLY     ALCOHOL ONLY

Only those catering companies listed on our Approved Caterers list are permitted to cater or supply food and/or alcohol for events at Center on Halsted.

By submitting this application, you agree to abide by Center on Halsted policies, including those defined in our rental brochure and In-Center Commitments.

You can open and fill out this document using applications like Acrobat PDF Reader or Google Chrome.