

## Oakton Community Center

Rates as of 5/1/2025

First Floor Rooms	Capacity	Hourly Rate
Multi-Purpose Room	101-200	\$234/\$293
Multi-Purpose Room	51-100	\$170/\$213
Multi-Purpose Room	1-50	\$120/\$150
Meeting Room	25	\$99/\$124

Call (847) 674-1500, ext. 2700.

Second Floor Rooms	Capacity	Hourly Rate
Entire Program Room East	60	\$120/\$150
East Room (1/2)	30	\$99/\$124
Entire Program Room West	80	\$151/\$189
West Room (1/2)	40	\$109/\$136

Call (847) 674-1500, ext. 2700.

### Room Rental Times:

Mon-Sat 9am-10pm

Sunday 9am-5pm

Rentals must be made at least one month in advance of the requested rental date. Any rental made with less than one-month advance notice must be paid in full at the time the contract is signed.

All rental dates are subject to availability. A Room Rental Request Form must be submitted in order to reserve any rental date. No date will be held without a completed Room Rental Request Form.

**DAMAGE DEPOSIT:** All room rentals require a refundable \$100 damage deposit in addition to the hourly room rental rate. The \$100 damage deposit will be refunded within 5-7 business days after your rental date.

**ALCOHOL DEPOSIT:** Any room rental serving alcohol (beer/wine only) require a refundable \$250 alcohol deposit in addition to the hourly room rental rate. A Certificate of Insurance (COI) naming the Skokie Park District and the Oakton Community Center as additionally insured is required as well in order to serve alcohol. Alcohol being served without the added permit purchased in advance will result in a \$250 fine.

**RENTAL PAYMENT:** All rentals require 50% of the total room rental charge paid upon signing the room rental contract. The remaining 50% balance of the rental cost is due two weeks prior to the rental date.

**SET-UP/CLEAN-UP TIMES:** Rentals times **MUST** include set-up AND clean-up times.

**ROOM SET-UP:** Room rentals include table and chair set-up and will be set-up per your room set-up. All tables are set-up to accommodate the number of people on the completed application. There will not be any additional tables/chairs available once the room is set-up. Please be advised that there is no discount for bringing in your own tables/chairs for a rental.