



## Special Event Facility Rental Agreement

All parties can only be held on Sundays. Hours Available: 12:30 p.m. – 2:30 p.m.

Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Event Type: \_\_\_\_\_ Birthday Dog's Name(s): \_\_\_\_\_

Birthday Age of Dog(s): \_\_\_\_\_ Dog Guests (#): \_\_\_\_\_ Human Guests (#): \_\_\_\_\_

Preferred Playlot (Please Circle): Single Playlot (Indoor / Outdoor) or Training Room  
(\$100/Hour/Playlot) (\$90/hour)

**\*One staff member will be of assistance during your event. They will play games with the dogs as well as clean up after them during the event.**

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Please mark any extra services you would like for your event below. All requests must be made on or before 5:00 PM the Thursday prior to your event.

### Event Extras for Canine & Human Guests:

- Dog Birthday Cake: Bone, pawprint, or heart shape available. \$35 (feeds up to 10 dogs)  
Special shape \$45 (if requesting special shape please give 1 week advance notice.)
- Doggy Gift Bags For Canine Guests (\$2.00 per baggie, has a variety of 4 treats)
- Birthday Hats for the Pooches (\$1/ pup, basic colors only)
- Plates, Napkins, & Cutlery (\$8 for basic color, \$12 for specific pattern/symbol)
- 5 Helium inflated Balloons (\$9 for basic color, \$13 for specific pattern/symbol)
- Table Cloths & Birthday Banner (\$5 for basic color, \$9 for specific pattern/symbol)

### ----- Deposit Method of Payment:

- Cash/Check (Must be Received 7 Days Prior to the Event)
- Credit/Debit Card  
Account \_\_\_\_\_ Exp \_\_\_\_\_ / \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:  
Information Taken by: \_\_\_\_\_ Coordinator Confirmation \_\_\_\_\_

Deposit Received/Date \_\_\_\_\_ Final Payment Received/Date \_\_\_\_\_  
1/31/2014



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### Special Event Waiver:

To ensure the safety of all participants, please read and initial the following:

\_\_\_ In compliance with city and state laws, I assure that all animals in attendance of event are current on all vaccinations and are appropriately licensed in the State of Illinois.

\_\_\_ I agree to follow facility policies which include:

- Either use trash cans and bags provided by DoGone Fun! or provide my own and remove all trash from area(s) used for the event and place into dumpster provided by DoGone Fun!
- Leaving the area(s) occupied free of feces, urine, vomit, litter and anything else produced by myself or the other guests of the event.
- All dogs will be on-leash when outside of the designated play area(s).
- Any children in attendance will be accompanied by an adult.
- Removing anything brought into the facility for use during the event
- Ensuring glass items are not brought into the area(s) rented.
- Any beverages (non-alcoholic/alcoholic) consumed by my guests will be monitored and any spills will be cleaned immediately to ensure the safety of my guests and any staff.
- Respecting the property of DoGone Fun! and leaving all property in the same condition that it was prior to use during event
- Exiting the rented room at the chosen end time, a \$10 fee will be charged for the inconvenience otherwise.
- A **non-refundable** 50% deposit of the total must be left in order to book the date. Please book date/time wisely.
- Can come in 15 mins prior to start time to set up any extras, no earlier.

\_\_\_ I give my consent and understand that any pictures taken of the dogs and/or guests present may be used for marketing purposes only.

I have read and understood the above statements. I hereby waive and release any and all rights and claims for damages I or any of my guests have against Dog Gone Fun and their associates and representatives.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

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