



Group Information Form – Facility Use

Please complete the following information and return to our office at least **TWO WEEKS** prior to your event along with a copy of your **event schedule, housing layouts, and Group Food Service Form.**

Forms turned in less than 8 days in advance of the event will be charged a \$75 late fee.

Group: _____ Event Dates: _____

Group Contact Person: _____ Cell Phone: _____

Phone: _____ Fax: _____ Email: _____

Arrival Time: _____ Departure Time: _____

Total # in group: _____ Adults (18+): _____ Kids (1-17): _____ Infants (under 1): _____

PAVILION SET-UP

Not using

Chair Set-up:

(#) _____ chairs

- Theater (facing stage)
- Sephardic (3 sections facing mid room)
- In the round

Additional Set-ups:

- with (#) _____ tables
- with mechitza/divider

PROGRAM ROOM SET-UPS

LLL #1 # of chairs _____ Equipment & Set-up: _____
(Ping-Pong room-Capacity 50 includes a TV with DVD/VCR combo)

LLL #2 # of chairs _____ Equipment & Set-up: _____
(Dance Room-Capacity 30)

LLL #3 # of chairs _____ Equipment & Set-up: _____
(Art Room-Capacity 30 includes 3 tables and chairs)

LLL #4 # of chairs _____ Equipment & Set-up: _____
(Blue Carpet-Capacity 30)

LLL #5 # of chairs _____ Equipment & Set-up: _____
(TV Lounge-Capacity 25 with couches, TV and DVD/VCR combo)

Gym #1 # of chairs _____ Equipment & Set-up: _____
(Small Classroom-Capacity 30)

Gym #2 # of chairs _____ Equipment & Set-up: _____
(Staff Lounge-Capacity 100 with room divider to split into two rooms)

Gym #3 # of chairs _____ Equipment & Set-up: _____
(Camper Lounge-Capacity 100 with room divider to split into two rooms)

Gymnasium # of chairs _____ Equipment & Set-up: _____
(Capacity 550)

Equipment Available: TV, VCR/DVD player, microphone, CD player, lectern, screen.

RECREATIONAL NEEDS

- Gymnasium set-up(choose one):
- basketball (6 nets)
 - volleyball (2 nets)
 - half & half (1 volleyball/2 basketball)

Additional Needs:

- Sports Equipment: _____
- Campfire wood - circle one: indoor / outdoor
- Outdoor Pool (Available Memorial Day to Labor Day)

Activities available at additional cost

- Ropes Course
- Wagon/Hay Ride

I would like to leave gratuity for Housekeeping and Food Service Staff in the following manner:

- Tip Box in the dining room on departure day
- Lump sum by group leader
- Please place envelopes in the guest rooms

ADDITIONAL NEEDS OR REQUESTS

Contact us with any questions at:

847-763-3551 retreats@jccchicago.org

Please return all forms to:

JCC Perlstein Retreat Center
 3050 Woodridge Lane
 Northbrook, IL 60062
retreats@jccchicago.org
 Fax: 847-763-3680