**Community Banquet Hall Rental Information**

**Louis Sherman Community Center**

**3501 Hopkins Ave. • Steger, Illinois • 708-709-0288**

***Hall can be rented for up to a total of 6 hours – including set up and cleaning/building lock up***

Available between the hours of **Saturday 11 a.m. – 10 p.m. ; Sunday 9 a.m. – 8 p.m.**

* + Banquet room set-up is renter’s responsibility.
	+ Opening and closing times must be adhered to closely. An additional $50 per hour will be charged if the event extends beyond agreed rental and clean-up time.
	+ *A valid driver’s license or state-issued ID is required to rent the Hall.*

9 - Rectangular tables (6’ x 30” wide) with 6 chairs

3 - 6-foot tables along the windows

1 - 48” round table

**Room capacity -- 65 people.**

Available with Hall:

|  |  |
| --- | --- |
| * + - Ice machine
		- 60-cup coffee pot & filters
		- Microwave
 | * + - Full kitchen facility
		- Garbage trash bags
		- Cleaning Handi-Wipes®
 |

***Fees and payments:***

Deposit:

* + - ***$100.00 cash deposit*** is required to hold the date*.*
		- The deposit will be returned only after it has been determined that the hall, kitchen, and restroom areas have been left in satisfactory cleanliness and order, and all conditions of the Hall Rental Agreement have been met.

 Rental Fee:

* ***Steger Residents - $150.00/Non-Residents - $225.00***
* Rental fee is required ***within two weeks of the date of deposit.*** (except in December when full payment must be made up front)
* *Rental payments within 30 days prior to the event must be made in* ***cash or credit card*** (no checks).

**NO ALCOHOL IS ALLOWED IN OR ON THE PROPERTY OF A MUNICIPAL BUILDING**

NO tape of *any kind*; NO tacks, push pins or anything that may mar or stick to walls/surfaces are to be used. Hooks are provided for decorating.

***Procedure for Rental***

* Fill out application form (ID must be presented) and pay $100 deposit
* Receive a copy of your Rental Agreement
* Pay entire rental amount two weeks after deposit
* Pick up keys & instructed on opening and closing procedures – by 2 p.m. Friday before the rental
* Receive the name and telephone number of the Community Center staff on call that date
* The date of your event – if not during regular Community Center Hours – you will open the Community Center and disarm alarm.
* We estimate clean up to be *at least* 1 hour after most events.
* Secure the building; set alarm (if no other groups are in the building)
* Drop keys in key drop box
* Monday or Tuesday following – if the hall has been left to specifications, you will receive a call to come to the Community Center for the return of your deposit. (An ID may be required).

It is our pleasure to help in any way we can to ensure that you have a successful event.