

**CHEBANSE COMMUNITY BUILDING**  
185 S. CHESTNUT STREET  
P.O. BOX 354  
Chebanse, IL 60922

## **CHEBANSE COMMUNITY BUILDING RENTAL AGREEMENT**

Renter: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_

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Time of Event: \_\_\_\_\_

Time to pick up the key: \_\_\_\_\_

End of Event: \_\_\_\_\_

#### **RENTAL FEES:**

DEPOSIT – CASH, CERTIFIED CHECK OR MONEY ORDER	\$200.00
RENT- CASH, CERTIFIED CHECK OR MONEY ORDER	\$200.00
DEPOSIT – OUT OF THE 60922 ZIP CODE	\$250.00
RENT – OUT OF THE 60922 ZIP CODE	\$250.00
EVENING BEFORE SETUP	\$100.00
REQUEST FOR BUILDING TOUR	\$50.00
USE OF ICE MACHINE	\$6.00
ALCOHOL	SALE OF ALCOHOL REQUIRES A LIQUOR LICENSE CONTACT VILLAGE OF CHEBANSE VILLAGE HALL 815-697-2214
LOCATION SIZE	32 X 72
SEATING	22-8 FOOT TABLES APPROXIMATELY – 176 CHAIRS
CONTACT	JULIE PASEL 815-791-5402
I HAVE READ THE RENTAL AGREEMENT AND CLEANING REQUIREMENTS. I UNDERSTAND THE PERSON HELD RESPONSIBLE FOR MAKING SURE THE CLEANING REQUIREMENTS ARE AND ANY DAMAGES ARE PAID IN FULL. THE COMMUNITY BUILDING HAS THE RIGHT TO TE EVENT WHERE THE BEHAVIOR OF THE PEOPLE HAS BECOME DISRUPTIVE, DESTRUCTIVE OR DISRESPECTFUL. I ALSO UNDERSTAND THAT MY DEPOSIT WILL BE FOREFEITED.	

**RENTER:**

DATE: \_\_\_\_\_

## RENTAL AGREEMENT

1. All rentals are on a first-come, first-served basis. A signed rental agreement and deposit must be received in order to place a reservation on the calendar. Cash, Certified Check or Money Order only NO PERSONAL CHECKS.
2. The reservation time must include all time required for setup and cleanup.
3. The facility key can be returned by dropping it off at Chebanse Village Hall located at 275 S. Oak Street. There is a slot in the door.
4. Deposits will be refunded by mail the following month of your rental date, if the facility requires no clean up or repairs. If there is excessive damage or the renting party has not met **ALL** the cleaning requirements, the renting party forfeits the deposit and may incur a bill for the difference. The rental party will be billed for the damages that exceed the amount of the deposit.
5. The rental party shall indemnify and hold harmless the Village of Chebanse or Chebanse Century Celebration (Community Building) from any damages or injuries incurred during the rental.
6. Maximum building occupancy is 210 guests with tables and chairs set up, or 310 without tables and chairs set up.
7. At no time should anything be taped, glued, stapled or pinned to any wall or door in the facility. This includes the kitchen and bathrooms.
8. **No alcohol is allowed outside the facility.**
9. The facility is equipped with security cameras for your safety as well as the safety of the facility. DO NOT tamper with the cameras. If the cameras are altered in any way, you will forfeit your deposit.
10. Renter is responsible for cleanup inside and **outside** the facility.

#### **CLEANING REQUIREMENTS**

1. Leave all dirty dish towels in the sink.
2. All trash, including bathrooms must be disposed of in the large dumpster located in the back of the facility. Not left outside of the dumpster or on the back porch. Dumpster must be locked when you are done.
3. The kitchen must be returned to its starting condition.
  - a. **All trash removed, garbage bags put in all cans, not hung over the side**
  - b. Floors swept and mopped
  - c. Countertops wiped down
  - d. Stove wiped off if used
  - e. Rolling carts and tables wiped off and returned to starting place
  - f. Microwave wiped out if used. Coffee pot cleaned and grounds removed if used
  - g. **Do not leave the ice scoop in the ice machine**
  - h. All items removed from the refrigerator and freezer. **DO NOT REMOVE OR RE-ARRANGE SHELVES. WIPE UP ANY SPILLS**
4. The main building floor must be swept and spot mop any spills
5. Tables and chairs must be returned to their carts. (Only 11 tables per cart) deposit will be withheld for more than 11 tables per cart. (The weight of the tables breaks the cart)
6. Do not drag the tables and chairs on the floor during set up and take down. If you find a chair without a rubber foot, please put it to the side and do not use it.
7. All lights and fans must be turned off
8. Turn the heat to 58 or air conditioning to 80

9. No drugs will be tolerated, nor any violence or disturbances. If you fail to obey this, you will be asked to leave and your deposit will be forfeited.
10. If the Sheriff's department is dispatched to the facility for any wrong doing by either the renter or guest, the deposit will be forfeited and you will be asked to leave the facility.
11. Report any maintenance issues or damages before you leave the facility either in writing or by calling Julie at 815-791-5402.

#### **CANCELLATIONS**

**IF YOU NEED TO CANCEL YOUR RESERVATION, YOU HAVE 2 WEEKS PRIOR TO YOUR RESERVED DATE TO CANCEL WITHOUT PENALTY. IF YOU CANCEL ANY TIME AFTER, YOU WILL FORFEIT HALF OF YOUR DEPOSIT.**

**IF YOU WANT TO CHANGE YOUR RESERVATION DATE AFTER YOU HAVE SUBMITTED YOUR APPLICATION AND PAID THE DEPOSIT, THERE WILL BE A \$100.00 FEE. PAYABLE BEFORE THE DATE OF RENTAL.**

**I HAVE BEEN GIVEN A COPY OF THE RENTAL AGREEMENT AND CLEANING REQUIREMENTS. I UNDERSTAND THAT PART OR ALL OF MY DEPOSIT MAYBE USED TO CLEAN OR REPAIR THE COMMUNITY BUILDING.**

**RENTAL AGREEMENT EFFECTIVE JANUARY 1, 2026. ALL PREVIOUS AGREEMENTS AND PRICING ARE NULL AND VOID.**

**RENTER: \_\_\_\_\_ DATE: \_\_\_\_\_**