

Chebalse Community Building

185 S Chestnut Street
P.O. Box 354
Chebalse, Illinois 60922

CHEBANSE CENTURY CELEBRATION RENTAL AGREEMENT

Renter: _____ Phone: _____

Address: _____ Event: _____

_____ Date of Event: _____

RENTAL FEES:

Deposit Required for Residents of 60922	\$200.00
1-Day Rental for Residents of 60922	\$200.00
Deposit Required for Non-Residents	\$400.00
1-Day Rental for Non-Residents	\$400.00
Evening Before Setup (Tables, Chairs, Decorations)	\$100.00
Request for building tour, measurements, etc.	\$50.00
Use of Ice Machine	\$10.00

ALCOHOL:

Bar / Sale of Alcohol Beverages / Etc. License Required
Contact: Village of Chebalse
(815) 697-2214

LOCATION SIZE: 32 X 72

SEATING: 22 – 8 FOOT TABLES
APPROXIMATELY – 176 CHAIRS

CONTACT: JULIE PASEL (815) 791-5402 OR
CHEBANSE VILLAGE HALL (815)697-2214

- Reimbursement is required for any damage to the Community Building & Contents
- Renter is responsible for cleanup inside & outside of building.
If cleanup is not completed ... it could result in partial or entire deposit not being returned.
- The Chebalse Community Building reserves the right to terminate any event where the behavior of the people is becoming disruptive, destructive or disrespectful.

This Agreement is executed by:

Renter Signature: _____ Date: _____

CCB Authorized Representative: _____ Date: _____

**CHEBANSE CENTURY CELEBRATION
COMMUNITY BUILDING
185 S. CHESTNUT STREET
CHEBANSE, IL 60922**

RENTAL AGREEMENT

1. All rentals are on a first-come, first-serve 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 either dropping it off at Chebanse Village Hall located at 275 S. Oak Street, or leaving it on the counter. Failure to return the key will result in the forfeit of the deposit. Please **DO NOT** lock the storm door.
4. Deposit will be refunded by mail the following month of your rental date, if the facility requires no cleanup or repair. If there is excessive damage or the renting party has not met the cleaning requirements, the renting party forfeits the deposit and may incur a bill for the difference.
5. The rental party will be billed for damages that exceed the amount of the deposit.
6. The rental party shall indemnify and hold the Village of Chebanse or Chebanse Century Celebration Community Building harmless from any damages or injuries incurred during, or as a result of such use.
7. Maximum building occupancy is 210 with tables and chairs. 310 without tables and chairs set up.
8. At no time should anything be taped or glued to the walls, poles or any part of the facility. The deposit will be forfeited if anything is taped or nailed to any surface or walls.
9. No items are to be removed from the building.
10. No alcohol is allowed outside of the building.
11. The building is equipped with security cameras for your safety as well as the safety of the Community Building. Do not tamper with the cameras. If cameras are altered in any way, you will forfeit your security deposit.

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 building. Not left outside of the dumpster or on the back porch.
3. All garbage cans should have clean garbage bags put in them.
4. The kitchen must be returned to its starting condition.
 - a. All trash removed
 - b. Floors swept and mopped (including the bathrooms)
 - c. Countertops and stove cleaned
 - d. All items removed from the refrigerator and refrigerator must be wiped out.
5. The main building floors must be swept. Spot mopped if needed on wood floor with **WATER ONLY**. You may use floor cleaner as needed for the bathrooms and kitchen. Floor cleaner is under the kitchen sink.
6. Tables and chairs must be returned to their carts (only 11 tables per cart. Partial deposit will be withheld for more than 11 tables per cart)
7. Do not drag the tables and chairs on the floor.
8. If the portable bar is used, it must be wiped down with warm water and returned to the back room.
9. All other carts and garbage cans returned to the location they were in upon arrival.
10. All lights and fans must be turned off.
11. Report any maintenance issues or damages before you leave the building either in writing or by calling Julie at 815-791-5402 and leave a message.
12. 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.
13. If the Kankakee County Sheriff's Department is called for any reason your deposit will be forfeited.

