

Chebse Community Building

185 S Chestnut Street
P.O. Box 354
Chebse, Illinois 60922
Email: chebcomm@gmail.com

Chebse Community Building Rental Agreement

Renter: _____ Phone: _____
Address: _____ Event: _____
_____ Date of Event: _____

RENTAL FEES:

Deposit Required (Returned after Inspection)	\$100.00
1-Day Rental (Showers, Reunions, Birthdays, Meetings)	\$100.00
Deposit Required for Wedding Receptions & Larger Events(Returned after Inspection)	\$150.00
1-Day Rental (Wedding Receptions & Larger Events)	\$150.00
Evening Before Setup (Tables, Chairs, Decorations)	\$10.00/hr.
Request for building tour, measurements, etc.	\$25.00

ALCOHOL:

Family or Group – Bring your own beer	None Required
Bar / Sale of Alcohol Beverages / Etc	License Required
Contact:	Village of Chebse (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 as stated on back page.
If cleanup is not completed ... it could result in partial or entire deposit not being returned.
- The Chebse 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: _____

- ___ **DO NOT** use tape of any kind on the walls or poles.
- ___ **DO NOT** remove any Community Building items for any reason.
- ___ Leave all dirty dish towels in the sink.
- ___ **SWEEP, DUST MOP, or WET MOP** all floors as needed.
(cool water only on all floors)
- ___ Turn off all **LIGHTS, FANS, STOVE/OVEN BURNERS,** and **AC** if used.
- ___ Thermostat should be at 55 degrees when you leave.
- ___ Report any **maintenance issues** or **damage** before you leave the building.
- ___ **TABLES, CHAIRS,** and **KITCHEN COUNTERS** should be wiped down.
- ___ **DO NOT** put more than 11 tables on each table cart.
- ___ **TABLE** and **CHAIR CARTS** should be arranged according to the picture on the door.
- ___ Tables, chairs, benches, stools, garbage cans, etc.... should be replaced in the location they were... when you arrived.
- ___ Bag up all **KITCHEN** and **BATHROOM GARBAGE** and place it in the dumpster located out back. The dumpster key is hanging on hook behind the stove.
- ___ Garbage bags are located under the east kitchen sink and should be replaced in all garbage cans.
- ___ If **A/C is used,** please **document** how many hours used. **\$2 per hour** will be deducted from your deposit.
- ___ Leave the key on the counter after locking the FRONT/BACK door.
DO NOT lock back storm door.