

# CCEEBA BUILDING AGREEMENT

205 S NEW YORK ST. TOLEDO, IL 62468

Available from 7 a.m. through 11 p.m. 7 days a week.

The COMMUNITY EVENT CENTER shall be reserved on:

\_\_\_\_\_ (Date) from \_\_\_\_\_ to \_\_\_\_\_ (Hours)

- BANQUET
- DINNINGROOM
- COMMUNITY EVENT CENTER (INCLUDES BANQUET AND DINNING ROOM)
- LIVESTOCK BUILDING
- ENTIRE CAMPUS (INCLUDES COMMUNITY EVENT CENTER AND LIVESTOCK BUILDING)

(CIRCLE ONE OF THE ABOVE OPTIONS THAT APPLY)

(For the Purpose of: ) \_\_\_\_\_

## Suggested Donation to use facility

Banquet Hall/ Dining Room \$250.00

Entire campus- \$1200.00

Event over 50 people \$600.00

CCEEBA accepts CHECKS or Venmo as forms of payment.

The mailing address is PO BOX 563 TOLEDO, IL 62468/ Venmo is @cceebea

## SET-UP & TAKE DOWN

The Responsible Party is responsible for set-up including setting up tables and chairs as well as clean-up of the facility. All furnishings must be returned to their original locations and properly stored. Chairs and Table should be back on rack and covered. Use caution so floors and walls are not damaged. **DO NOT DRAG TABLES AND/OR CHAIRS ACROSS THE FLOORS.** Tables and chairs provided by the CCEEBA are not allowed outside of the facility. Do not place or lean chairs/tables on the walls.

All items brought into the facility by the Guest must be removed by the end of the rental.

**CLEAN-UP:**

The rental applicant is responsible for cleaning the facility in accordance to the “CCEEBA Rental Clean- Up Check List” attached to this packet. Cleaning supplies are available by contacting the staff person on duty.

The Responsible Party shall remove all garbage, compost, and recycling at the conclusion of the event. Waste shall be placed in the dumpsters outside. Guest are encouraged to dispose of waste responsibly.

**DECORATIONS:**

**USE BLUE PAINTER’S TAPE ONLY to affix lightweight decorations.**

The use of staples, nails, tacks or duct tape, Scotch Tape is prohibited when affixing decorations to the walls.

**RULES:**

- All children must be always supervised by an adult.
- Any damage that accrue will be the financial burden of the Responsible Party and must be reported immediately. Damages will be repaired by someone of CCEEBA’s Chose.

**INSURANCE:**

Event insurance is required for events serving or selling alcohol. Responsible Party will need to get a copy of Certificate of Insurance to CCEEBA before event. If alcoholic beverages are served at no charge or sold under a special occasion license the minimum coverage limits of the liability is \$1,000,000 per each occurrence (Commercial General Liability Insurance).

I have read the above CCEEBA COMMUNITY EVENT CENTER RENTAL AGREEMENT and consent to the terms as set forth above.

Responsible Party Signature: \_\_\_\_\_

Date: \_\_\_\_\_