

# McHenry Township Rental Fees 2016

## Whispering Hills Community Center

update 9/15

Maximum occupancy 80 persons	Rental	Deposit
Resident Fee	\$200.00	\$100.00
Non Resident fee	\$300.00	\$200.00
Alcohol permitted (with Host Liquor Liability Insurance)		

## McHenry Township Recreation Center (Wonder Lk Rm-Lakemoor Rm)

Non- Profit Groups only	Rental	Deposit
Weekend Rate	\$75.00	\$75.00
Weekday Rate	N/C	N/C
No Alcohol Permitted		

## McHenry Township Hall - (JSBG Room /McHenry Room)

Maximum occupancy 200 persons	Rental	Deposit
Resident Fee	\$400.00	\$600.00
Resident Fee w/alcohol	\$700.00	\$600.00
Non Resident Fee	\$700.00	\$600.00
Non Resident Fee w/alcohol	\$1000.00	\$600.00
Non-profit weekend fee	\$150.00	\$150.00
Alcohol permitted (with Host Liquor Liability Insurance)		

## Park Shelters (Weekend Rates)

	Rental(per shelter)	Deposit
Resident	\$25.00	\$100.00
Non Resident	\$50.00	\$100.00
Alcohol permitted (with Host Liquor Liability Insurance)		

### Making the Reservation

A reservation is held when the front office receives a DEPOSIT and RENTAL AGREEMENT for the date, time, and facility specified per agreement.

### Payment Methods

All payments must be made through certified check, cash, (or personal check if at least two weeks prior to event); we do not accept credit cards. All payments must be placed in name of the person named on the Rental Agreement.

### Picking up the Keys

Failure to pick up facility keys resulting in Township personnel being sent to allow entrance to the facility will result in a \$25.00 fee, collected by the Township employee that arrives at the event.

### Host Liquor Liability Insurance

Any individual (community league member or not), organization or company renting a facility for a private function where alcohol will be served (i.e. a wedding) are required to provide the Township with proof of *host liquor liability insurance* which names McHenry Township and it's Officials as "additionally insured". This insurance can usually be purchased through the company who provides your home owner's insurance. The insurance must be in the name of the person or organization renting the facility.

### Refunds

McHenry Township can provide you with a full refund of your deposit as long as you cancel 14 days prior to the event. McHenry Township reserves the right to keep 50% of the deposit in the eventuality that the event is cancelled 7-5 days prior to the event. Also, if the event is cancelled less than 5 days prior to its scheduled date, McHenry Township has the right to refuse a refund on your deposit. Certain exceptions apply such as an unexpected death in the family.

### Questions

Any questions please call the Township at (815) 385-5605 and the Host Liquor Liability Insurance can be faxed to us at (815) 385-5671