
RENTAL INFORMATION

Rental Agreements

These can be obtained at the Township main office or downloaded from the McHenry Township website. Rental agreements must be filled out and brought into the main office.

Deposit Fees

Deposit fees must be paid in full before a reservation can be made. The deposit will hold the date reserved until the day of the event.

The deposit will be mailed via check to the home address used in the rental agreement within a week after the event.

Payment Options

All payments must be made with cash or personal check. If paying with personal check, it must be turned in seven days prior to the event. **Debit/Credit cards are not accepted for payments.**

Refunds

Refunds can be made if cancellations are confirmed 14 days prior to your event. 50% of your deposit will be kept if cancellations are made within 14 days of your event. Certain exceptions can apply.

- No Fundraising
- No Pets
- No Smoking
- No Glitter/Confetti
- Capacity Limits Must Be Followed
- Clean Up After Your Event

MCHENRY TOWNSHIP



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Facilities Brochure



Rental Information



OFFICE ADDRESS

3507 N Richmond Rd,
Johnsburg, IL 60051, Building A



CONTACT US

815-385-5605



OUR WEBSITE

mchenrytownship.com

McHenry Township Hall

Maximum Occupancy - 200 persons

3703 N Richmond Rd, Johnsburg, IL. 60051
Building A



- 58' x 58' Room
- Tables: 30
- Chairs: 200
- 15' x 15' Catering Kitchen

Pricing

	<u>Rental</u>	<u>Deposit</u>
Resident	\$400	\$600
Non-Resident	\$700	\$600
Alcohol At Event	+\$300	
Setup Night Before (6pm - 11pm)	+\$100	

McHenry Township Recreation Center

Maximum Occupancy - 60 persons

3519 N Richmond Rd, Johnsburg, IL.
60051 Building B

- 20' x 40' Room
- Tables: 10
- Chairs: 60
- Kitchen appliances

Pricing

	<u>Rental</u>	<u>Deposit</u>
Resident	\$200	\$300
Non-Resident	\$300	\$300
Alcohol At Event	+\$300	
Setup Night Before (6pm - 11pm)	+\$100	



Whispering Hills Community Center

Maximum Occupancy - 80 persons

4708 Jeffrey Street
Johnsburg, IL. 60051



- 23' x 54' Room
- Tables: 10
- Chairs: 80
- Full Kitchen
- Patio and outdoor area

Pricing

	<u>Rental</u>	<u>Deposit</u>
Resident	\$200	\$300
Non-Resident	\$300	\$300
Alcohol At Event	+\$300	
Setup Night Before (6pm - 11pm)	+\$100	