

McHenry Township Rental/Reservation Fees 2024

Whispering Hills Community Center

Maximum Occupancy – 80 persons	Rental	Deposit
Resident Fee	\$200.00	\$300.00
Non-Resident Fee	\$300.00	\$300.00
Alcohol At Event	+300.00	
Setup Night Before Rental Date (6pm – 11pm)	+ \$100.00	
Weekend Rate (Non-Profit Groups)	\$100.00	\$100.00
Weekday Rate (Non-Profit Groups)	N/C	N/C
<i>Alcohol Permitted (with Host Liquor Liability Insurance at Renter's expense)</i>		

McHenry Township Recreation Center (Wonder Lake/Lakemoor Room)

Maximum Occupancy – 60 persons	Rent (per room)	Deposit
Resident Fee	\$200.00	\$300.00
Non-Resident Fee	\$300.00	\$300.00
Alcohol At Event	+300.00	
Setup Night Before Rental Date (6pm – 11pm)	+ \$100.00	
Weekday Rate (Non-Profit Groups)	N/C	N/C
Weekend Rate (Non-Profit Groups)	\$50.00	\$100.00
<i>Alcohol Permitted (with Host Liquor Liability Insurance at Renter's expense)</i>		

McHenry Township Hall (Johnsburg/McHenry Room)

Maximum Occupancy – 200 persons	Rental	Deposit
Resident Fee	\$400.00	\$600.00
Non-Resident Fee	\$700.00	\$600.00
Alcohol At Event	+ \$300.00	
Setup Night Before Rental Date (6pm – 11pm)	+ \$100.00	
Weekday Rate (Non-Profit Groups)	N/C	N/C
Weekend Rate (Non-Profit Groups)	\$100.00	\$100.00
<i>Alcohol Permitted (with Host Liquor Liability Insurance at Renter's Expense)</i>		

Park Shelters 1-7 (Weekend Rates)

1-4 Seats 20 persons, 5-7 Seats 40-60 persons	Rental	Deposit
Resident	\$0.00	\$100.00
Non-Resident	\$50.00	\$100.00
Weekend Rate (Non-Profit)	N/C	N/C
<i>Alcohol Permitted (with Host Liquor Liability Insurance at Renter's expense)</i>		

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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 the event); we do not accept credit or debit cards. All payments must be placed in the name of the person named on the Rental Agreement.

Key Cards

Failure to pick up facility keys resulting in Township personnel called to allow entrance to the facility will result in a **\$50.00** fee that will be deducted from your deposit.

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 are required to provide the Township with proof of host liquor liability insurance which names McHenry Township and its Officials as “additionally insured”. This insurance can usually be purchased through the company who provides your homeowner’s insurance. The insurance must be in the name of the person or organization renting the facility.

Refunds

McHenry Township can provide you will 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 **48 hours** prior to the event. Certain exceptions do apply.

For any questions, please call the Township at (815) 385-5605. Host Liquor Liability Insurance can be faxed to (815) 385-5671.