

Stephenson County Farm Bureau Facility Rental Terms

Effective: 5/23/2011

Room	Room Dimensions	Square footage	<u>Seating capacities (approximate)</u>			<u>Room Rental Rates</u>		
			Theatre	Classroom	Banquet	Up to 3 hrs.	3-5 hrs.	Full day
Walsh	60' x 33'	1980	200	96-108	160-180	\$90	\$135	\$220
Lincoln/Douglas	50' x 30'	1500	140	72-84	100-130	\$75	\$115	\$180
(can be split in half)								
Stephenson	36' x 24' (S)	864	80	36-48	72	\$50	\$80	\$120
(or 1/2 of Lincoln/Douglas)	25' x 30' (L/D)	750						
Pearson	17' x 19'	323	25	14	N/A	\$30	\$45	\$65

- * Stephenson County Farm Bureau members receive a 5% discount.
- * Recurring rentals for extended periods may be discounted per manager's discretion.
- * Room rental fee must be paid at time of booking (or with 48 hours if made by phone).
- * SCFB will charge a **\$150 refundable security deposit** for rentals (unless waived by management).
- * **Security deposit must be paid in full and key picked up by 12 noon** on the last business day prior to the event or the reservation will be cancelled.
- * Refund is dependent on post-rental condition of room and return of key within 48 hours unless otherwise arranged.
- * Management reserves the right to charge a higher deposit per its discretion.
- * Repeat rentals may leave initial deposit on account for the duration of the rental period.
- * Rentals requiring set-up the day before the event may be charged an additional fee according to the amount of time the room is used.

<u>Equipment availability</u>	<u>Fee</u>
Proxima projector	\$10
TV / VCR / DVD	\$10
Overhead projector	\$5
Conference phone	\$10
Screen	N/C
Sound system	\$10
Flip chart w/ easel	\$5
Dry erase board	N/C
Podium	N/C

Miscellaneous

- * Outside catering is permitted; a full kitchen with stove, microwave, and refrigerator is located adjacent to the Stephenson Room, and a smaller kitchen with a refrigerator and microwave is located adjacent to the Walsh Room.
- * Smoking is only permitted outside at least 15 ft. from building entrances. **ALCOHOL IS STRICTLY PROHIBITED!**
- * The building is handicap-accessible with a handicap restroom.
- * All meeting rooms have wireless Internet access.
- * Unless waived by management, a signed contract and precise layout or description of room set-up is required 48 hours in advance of scheduled events; otherwise, renters will be on their own to set up room as needed.
- * No event shall start later than 8:00 p.m. or end later than 12:00 a.m. (including clean-up).
- * Any consideration for special rates is solely at the discretion of the Farm Bureau manager.
- * SCFB reserves the right to decline rental of facilities to any party per management's discretion.