



ISLAMIC FOUNDATION NORTH
1751 S. O'Plaine Road, Libertyville, IL 60048

BANQUET HALL RESERVATION REQUEST FORM

Please fill in the form, sign at the bottom and return by mail or fax at the above number.

Thank you for considering Islamic Foundation North for your function needs. For reservation or for any questions, please contact IFN Executive Committee Secretary

Banquet Hall Rental Rates (includes set-up and take down of tables and chairs, 100 cup coffee makers and before rental clean up.

Sunday – Thursday Rates	Friday - Saturday Rates
\$ 200.00	\$ 250.00

Date of event..... Day..... Time of event.....

IFN Offers full cleaning service of Banquet Hall and Kitchen for \$100: Yes..... No.....

Terms & Conditions:

- Tables must be covered.
- Lunch Times: 11 am – 3 pm OR 12 pm – 4 pm
- Dinner Times: 5 pm – 9 pm OR 6 pm – 10 pm
- \$100 deposit is required to confirm reservation. It is NON-REFUNDABLE. This deposit will be returned in full after the event if there are no adjustments needed.
- All Food / Drinks to be used only in the lower level. No food or drink on the first floor.
- Children must be supervised at all times.
- Full payment is due two weeks BEFORE the function date. Failure to do this, availability of Banquet Hall is not assured.

*I agree to abide by the details as stated above. I further agree to follow Islamic conduct, including no live bands or musical instruments which are not sanctioned by the Sunnah while in the facility of Islamic Foundation North. I am fully responsible for the property of **Islamic Foundation North** and will return it in the same condition as received.*

Check enclosed: Yes..... Check Number.....Amount..... Date Received.....

Name of person..... Phone.....

Signature..... Date.....



IFN BANQUET HALL RENTAL POLICY

Islamic Foundation North (IFN) has a banquet hall in which can be rented and used by IFN members only. This policy is to provide a standardized Rental policy for the IFN Banquet Hall and the usage guidelines.

Responsibility

All administration and members of IFN.

General

Banquet Hall is rented to the IFN members only.

Maximum occupancy: 200 people.

Rental Hours:

11 AM- 3 PM or 12 PM- 4 PM

5 PM- 9 PM or 6 PM- 10 PM

*Banquet Hall must be completely vacated in its original state within an hour of rental expiration

Fees

Banquet Hall Rental Rates: (includes set-up and before rental clean-up)

Sunday - Thursday: \$200.00

Friday-Saturday: \$250.00

- See contract for extra options with additional charges
- \$100 NON-REFUNDABLE deposit is required at the time of reservation. The deposit will be adjusted in the rental fee or accessed damages, if any
- The remainder amount is due two weeks PRIOR to the event. IFN reserves the right to cancel the contract if full payment is not received during the above mentioned period.

Cancellations:

24 hours notice prior to event start time is required for a cancellation to any prevent financial penalty.

Fee includes the use of the following:

- Banquet Hall
- Kitchen
- Kitchen amenities including tea percolators, utensils, and dishes

Important Guidelines

Renter's Responsibilities:

- Clean up all the tables and kitchen tops, sinks, dishes, utensils and tea percolators
- All kitchenware must be returned to its original place. No kitchenware should be left on the sinks
- No leftovers should be left in the refrigerator
- No IFN supplies including disposables, tea bags, sugar etc. can be used for the event
- Kitchen is rented to warm-up food: no cooking is permitted
- Renter must inform IFN Executive Committee Secretary of the desired setup, i.e., number of Tables and Chairs required etc.

**IFN's Responsibilities:**

- Sweeping and mopping of the floors
- Trash disposal
- Arranging the chairs and tables for the event
- Preparing the Banquet Hall for the next event

Decorations

- Existing wall hangings must not be removed
- Use of thumbtacks, nails, glue, or tape on the wall or ceiling is prohibited.
- Do not hang decorations from the ceiling or move any ceiling tiles. Any decoration not on tables must get approval from the Executive Committee

Prohibited Uses

The following are prohibited and constitute a breach of Contract:

- Playing music or dancing inside or around the Banquet Hall.
- Any illegal and unauthorized use of the facilities including the Hall, Kitchen, and Parking lot.
- Use by anyone other than the contracted renter. The renter may not sublease the facility under any circumstance.

Damaged or Lost Items

Renter agrees to pay for any damages or loss to equipment, supplies and/or facility. Renter must notify the IFN contact if there are any damages or any equipment is broken prior to leaving the event or the security deposit will be lost.

Waiver/Claims

Renter waives all claims for personal injury including death or any loss or property damage.

Returned Checks

\$20.00 fee will be charged on returned checks

Indemnity

The renter agrees to indemnify and reimburse IFN for all liabilities and expenses, including but not limited to, attorney's fees to his agents or third parties, arising out of the use of the facility or breach of this policy and contract

Contact

IFN Executive Committee Secretary

Enforcement

IFN Executive Committee, Complaints regarding violations of this policy should be forwarded to the IFN Executive Committee.