

South Holland Community Center

501 East 170th Street South Holland, IL 60473
708-331-2940

www.southholland.org/rentals

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SHRS
SOUTH HOLLAND RECREATIONAL SERVICES

Rental Information & Packages

- ▮ Linen Packages
- ▮ Meeting & Conference Rooms
- ▮ Gym/Basketball Courts
- ▮ Swimming Pool
- ▮ Park Permits & Legion Hall

**Room Rental Associates are available to assist you
Monday through Friday from 10:00am-7:00pm,
Saturday and Sunday 10:00am-3:00pm
by phoning (708) 331-2940**

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WELCOME!

Hello and Welcome to the South Holland Community Center! Our beautiful and spacious Event/Party Rooms can each comfortably seat 72 guests, but can easily be expanded to hold as many as 252 for events such as:

Anniversary Dinners • Baby Showers/Gender Reveal • Banquets • Birthday Parties
Bridal Showers/Rehearsal Dinners • Celebration of Life/Repast • Family Reunions • Plays
Graduation & Trunk Parties • Pop-Up Dinners • Quinceañeras • Recitals • Rehearsals
Retirement Celebrations • Weddings & Receptions

CONFERENCE & MEDIA ROOMS:

Conferences • Expos • Luncheons • Meetings • Trainings • Seminars • Workshops

SWIMMING POOL

Pool Parties • Practice • Family Fun

GYM/BASKETBALL COURT

Tournaments/Practice • Parties • Family Fun • Open Gym

You are welcome to bring your own food and decorations or become a **“Guest at Your Own Event”** with our Linen Packages. We do the complete setup and cleanup, allowing you to relax and focus on your guests. Our goal is to take away the work and worry involved in your event.

We will help you with the details of your special event and can customize a package to meet your specific desires and requirements to include: catering, bakery items, punch, balloons and more. Our renters are offered **“Options and Services.”** We invite you to speak to our rental staff for more detailed information and to book your special event today.

FAQs

1. What do I need to rent a room?

Contracts are required to rent any facility within the Community Center. You must be 21 years or older. Renter must present a photo ID and one signature per contract is permitted.

2. Can I "Hold" a room?

Yes, to "Hold" an event space either in person or by telephone, requires a \$250.00 deposit by credit card only. The "Hold" will remain in effect until the end of business on the 3rd day of the initial receipt of deposit. The "Hold" will be canceled and the \$250.00 deposit forfeited on the start of the 4th business day unless other arrangements are noted and approved on Hold Form.

3. When must I pay for my rental?

Payment, including a \$250 refundable damage fee, must be made at the time of contract by cash or credit card only. In some instances installment payments may be made. If your Regular room rental is over \$500, a down payment of 40% of event cost plus a \$250 refundable damage fee is required. Linen Packages require a down payment of 25% of package cost plus a \$250 refundable damage fee. An agreed monthly payment must be noted on Contract when signed, and the payment will be automatically charged to your credit card on the designated payment date. All Rental fees must be paid in full 3 weeks prior to your event.

4. Am I able to cancel my contract?

Yes, to receive a full refund when canceling an event or to release a Hold, the Renter must submit their request by the 3rd day of the initial down payment date. Requests may be presented either in person or by email to lmckee@southholland.org. There is a cancellation fee of \$250 for events canceled on the 4th day of contract signing or thereafter.

5. Is alcohol allowed?

No, possession or consumption of any type of alcoholic beverages on South Holland Community Center Property is prohibited. Violation by any member of a party will result in immediate termination of your event and forfeiture of damage fee. Police will be notified and a citation and/or fine may be issued to both the Renter and the Guest.

6. Can I sell tickets to my event?

Yes. A Permit is required for Vendors (if selling tickets and/or merchandise.) Consult a Rental Associate for the Permit.



FAQs CONTINUED

7. What is NOT allowed?

Alcohol, inflatables such as bouncy houses, live animals or fish, lit candles, turning off all the lights, having open doors, surpassing room occupancy, loud music, collections of tithes, baptisms, congregating/running in the hallways or lobby, unruly behavior. Food pans are not to be placed directly onto linens. Items are not to be left overnight. No Food or beverages allowed outside of room. No open beverage containers may be brought into the building.

8. Can we have entertainment?

Yes, you may have a DJ, Band (up to 3 pieces,) vocalist or other entertainer. Volume must remain modulated. Should an Event Manager or Security ask that the volume be regulated or discontinued, compliance must be immediate or forfeiture of your \$250 Damage Fee will result.

9. Are decorations permitted in the rooms?

Yes. However, no tape, nails, push pins or other devices may be used to hang decorations from the walls, ceilings, windows or doors, although Sticky Tack is allowed. Glitter, confetti or silly string are not allowed. Centerpieces (no lit candles) are permitted. All tables must be covered with a tablecloth. No decorations, tables or signage are permitted outside the rooms.

10. What should I do when I arrive at the Community Center for my event?

Renter must present photo ID and contract to the Event Manager on duty before entrance is permitted into event venue. No one may enter the event room until or unless the Renter is present. Renter must remain on the premises for the entire event.

11. When do I need to vacate the room?

The renter must vacate the premises at the contracted end time. This includes those servicing your event. Renters will be charged \$100.00 for the first half-hour of tardiness. The complete \$250 damage fee will be forfeited if space is not vacated within (1) hour of overage.

12. How do I get my \$250 Refundable Damage Fee returned?

The room must be left in its original condition with the exception being if "cleanup" services are included with your Rental/Linen Package. Renters are responsible for disposal of leftover food, beverages, decorations, etc. The Event Manager will check your room and present the Renter with a Conclusion Sheet which they must sign. Any damage or problems will be noted on the Conclusion Sheet. Damage fee refunds are processed on Tuesdays.



LINEN PHOTOS



LINEN PACKAGES

STANDARD LINEN PACKAGE 1 Room * 3 Hours * 72 Guests

Resident - \$779.00

***Non-Resident - \$879.00**

Package Details:

1. Complete event setup and cleanup; **"You become a guest at your own event!"**
2. (9) - Round linen clad guest tables, eight guests per table. Includes linen napkins and place settings (dinner and dessert plates), 3-piece flatware, tumblers and color-coordinated centerpieces.
3. (3) - Rectangular linen clad skirted buffet tables.
4. (1) - Specialty table (gift, cake, DJ, registration) etc.
5. Pitcher of ice water at each guest table. (May be refilled at our filtered hydration station.)
6. Vendors ONLY are granted one half-hour prior to event start time for setup (caterer, musicians, photographer, florist, balloons, sweet table) etc.

Payment Plans are available to renters who purchase linen rental packages and present down payment requirements, i.e., \$250.00 refundable deposit and 25% of package price. Designated credit card of record will be charged payment on due date as noted on Contract. Rental fees must be paid in full three weeks prior to your event.

Please Note: Renter's outside purchased table décor or place settings to be set up by SHRS staff **MUST** be brought to us **by 5:00pm on the Friday of the week of your event.** Balloons or other items cannot be left overnight.

ADDITIONAL:

Rental Hours: \$75/\$90

Specialty Table: \$65 (buffet, gift, cake, sweets, registration)

Punch: \$45 (3-1/2 gal. Decanter) \$55 (5-1/2 gal. Decanter)



LINEN PACKAGES CONT.

DELUXE LINEN PACKAGE

2 Rooms * 3 Hours * 104 Guests

Resident - \$1,389.00

*Non-Resident - \$1,489.00

Package Details:

1. Complete event setup and cleanup; **"You become a guest at your own event!"**
2. (13) – Round linen clad guest tables, eight guests per table. Includes linen napkins and place settings (dinner and dessert plates), 3-piece flatware, tumblers and color-coordinated centerpieces.
3. (3) – Rectangular linen clad skirted buffet tables.
4. (1) – Specialty table (gift, cake, DJ, registration) etc.
5. Pitcher of ice water at each guest table. (May be refilled at our filtered hydration station.)
6. Vendors ONLY are granted one half-hour prior to event start time for setup (caterer, musicians, photographer, florist, balloons, sweet table) etc.

Payment Plans are available to renters who purchase linen rental packages and present down payment requirements, i.e., \$250.00 refundable deposit and 25% of package price. Designated credit card of record will be charged payment on due date as noted on Contract. Rental fees must be paid in full three weeks prior to your event.

Please Note: Renter's outside purchased table décor or place settings to be set up by SHRS staff MUST be brought to us **by 5:00pm on the Friday of the week of your event.** Balloons or other items cannot be left overnight.

ADDITIONAL:

Rental Hours: \$150/\$180

Guest Tables: \$55 (up to 5)

Specialty Table: \$65 (buffet, gift, cake, sweets, registration)

Punch: \$45 (3-1/2 gal. Decanter) \$55 (5-1/2 gal. Decanter)

Prices are subject to change without notice



LINEN PACKAGES CONT.

PREMIER LINEN PACKAGE

3 Rooms & Stage * 4 Hours * 252 Guests

Resident - \$3,599.00

* Non-Resident - \$3,799.00

Package Details:

1. Bonus... (4) Hours of kitchen usage absolutely FREE!

2. Complete event setup and cleanup; **"You become a guest at your own event!"**

3. (30) – Round linen clad guest tables, eight guests per table. Includes linen napkins and place settings (dinner plates, dessert or salad plates), 3-piece flatware, tumblers and color-coordinated centerpieces.

4. (3) – Rectangular linen clad skirted head tables (on stage) for up to 12 Honorees.

5. (2) – Specialty tables (gift, cake, DJ, registration) etc.

6. (4) – Linen clad skirted buffet tables.

7. Pitcher of ice water at each guest table. (May be refilled at our filtered hydration station.)

8. Vendors ONLY are granted one half-hour prior to event start time for setup (caterer, musicians, photographer, florist, balloons, sweet table) etc.

Payment Plans are available to renters who purchase linen rental packages and present down payment requirements, i.e., \$250.00 refundable deposit and 25% of package price. Designated credit card of record will be charged payment on due date as noted on Contract. Rental fees must be paid in full three weeks prior to your event.

Please Note: Renter's outside purchases of table décor or place settings to be set up by SHRS staff MUST be brought to us **by 5:00pm on the Friday of the week of your event.** Balloons or other items cannot be left overnight.

ADDITIONAL:

Rental Hours: \$265/\$325

Punch: \$45 (3-1/2 gal. Decanter) \$55 (5-1/2 gal. Decanter)

Prices are subject to change without notice



Celebration of Life Repast & Memorial Packages



~ Two options to choose from ~



"CELEBRATION OF LIFE" (REPAST & MEMORIAL) LINEN PACKAGE I

1 Room * 2 Hours * 72 Guests

Resident/Non-Resident-\$579.00 Available Friday and Sunday ONLY

Package Details:

1. Complete setup and cleanup. "Buffet Style setting"
2. (9) – Round linen clad guest tables, eight guests per table. Includes linen napkins and place settings (dinner and dessert plates), 3-piece flatware, tumblers and centerpieces.
3. (3) – Rectangular linen clad buffet tables.
4. We will receive and place onto your buffet table all food, beverages, flowers, etc. delivered by vendors, family or friends on the day of your repast prior to your arrival. With your written approval we will permit your guests into your reserved space prior to your arrival.

Payment Plans are available to renters who purchase linen rental packages and present down payment requirements, i.e., \$250.00 refundable deposit and 25% of package price. Designated credit card of record will be charged payment on due date as noted on Contract. Rental fees must be paid in full three weeks prior to your event.

Please Note: Renter's outside purchases of table décor or place settings to be set up by SHRS staff MUST be brought to us **by 5:00pm on the Friday of the week of your event.** Balloons or other items cannot be left overnight.

ADDITIONAL:

Rental Hour: \$75/ \$90

Punch: \$45 (3-1/2 gal. Decanter) \$55 (5-1/2 gal. Decanter)



"CELEBRATION OF LIFE" (REPAST & MEMORIAL) PACKAGE II

1 Room * 2 Hours * 72 Guests

Resident/Non-Resident-\$479.00 Available Friday and Sunday ONLY

Package Details:

1. Complete setup (Cleanup NOT included). "Buffet Style setting"
2. (9) – Round "Linen-like" white paper tablecloths on guest tables, eight guests per table. Includes paper napkins, styrofoam dinner and dessert plates, 3-piece flatware, cups and centerpieces.
3. (3) – Rectangular "Linen-like" white paper tablecloths on buffet tables.
4. We will receive and place onto your buffet table all food, beverages, flowers, etc. delivered by vendors, family or friends on the day of your repast prior to your arrival. With your written approval we will permit your guests into your reserved space prior to your arrival.

Please Note: Renter's outside purchases of table décor or place settings to be set up by SHRS staff MUST be brought to us **by 5:00pm on the Friday of the week of your event.** Balloons or other items cannot be left overnight.

ADDITIONAL:

Rental Hour: \$75 / \$90

Punch: \$45 (3-1/2 gal. Decanter) \$55 (5-1/2 gal. Decanter)



CONFERENCE & MEDIA ROOMS

Small Conference Room

Resident: \$40.00 hr.

Includes:

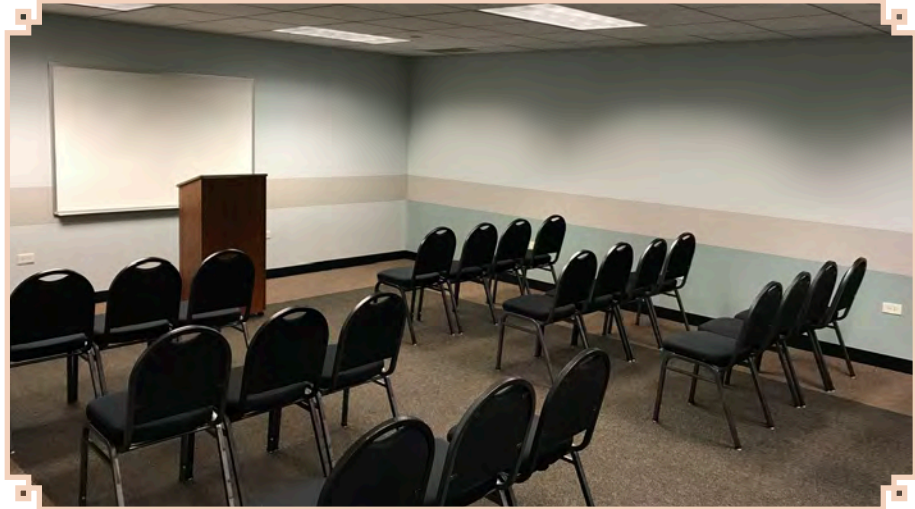
Setup of tables & chairs

White board

Podium available upon request

Holds up to 20 people

*Non-Resident: \$55.00 hr.



Large Conference (Media) Room

Resident: \$70.00 hr.

Includes:

Setup of tables & chairs

Conference table

Kitchenette

White board

Projector & Screen

Podium available upon request

Holds up to 40 people

*Non-Resident: \$85.00 Hr.



Need Refreshments for your Meeting? We can help!

We cater:

Breakfast - Continental (coffee, juice, pastries, whole fruit)

Lunch - Box sandwich with chips, soda and cookie

Dinner - Your choice, just ask!

Prices are subject to change without notice



PACKAGE ADD-ON OPTIONS

(A) Equipment Rental:

1. Additional Linen Clad Guest Tables _____	\$55.00
2. Additional Linen Clad Buffet Tables _____	\$65.00
3. Additional Linen Clad Specialty Tables _____	\$65.00
4. Chafing Dish _____	\$30.00
5. Buffet Stand _____	\$5.00
6. Sterno _____	\$3.00
7. Stanchion _____	\$5.00
8. Cake Slicer/Server _____	\$3.00

(B) Miscellaneous Items for Purchase:

1. 3½ Gallon Punch served in Decorative Decanter _____	\$45.00
2. 5½ Gallon Punch served in Decorative Decanter _____	\$55.00
3. Ice Machine (if kitchen not rented). (4) pitcher fill ups _____	\$20.00
4. Sticky Tack _____	\$5.00

(C) Permits:

1. Vendor, Merchandise Permit _____	(R)\$125 / (NR)\$150
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(D) Additional Items Available at No Charge:

1. Podium with Microphone
2. Projector with Cart & Screen
3. Portable/Stage Screen
4. Easel

Need Refreshments for your Meeting? We can help!

We cater:

Breakfast – Continental (coffee, juice, pastries, whole fruit)

Lunch – Box sandwich with chips, soda and cookie

Dinner – Your choice, just ask!



A LA CARTE PRICING

***A \$250 refundable damage fee MUST be paid in addition to hourly rates for all rentals.**

See a Rental Associate for Event Linen Packages
"Where you become a guest at your own event!"

AREA	CAPACITY	RESIDENT	NON-RESIDENT
Meeting Rooms (Adjoining)	(2 Hour Minimum)		
One (1) Room	72	\$75/hr.	\$90/hr.
Two (2) Rooms	144	\$150/hr.	\$180/hr.
Room 3 with Stage	128	\$115/hr.	\$145/hr.
Three (3) Rooms	216	\$225/hr.	\$270/hr.
Stage (alone)	24	\$40/hr.	\$55/hr.
Kitchen		\$40/hr.	\$55/hr.

Our certified commercial kitchen includes ice machine, stove, oven, fridge/freezer, stainless steel prep tables, sinks and microwave)

**Kitchen must be rented in conjunction with a room for the same hours as the room rental.*



Prices are subject to change without notice

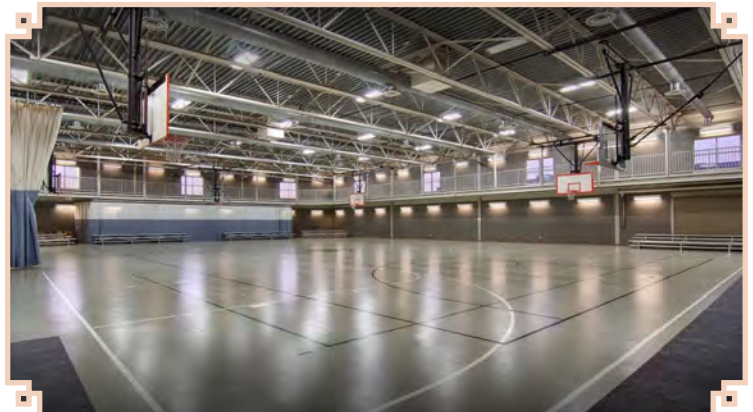


A LA CARTE PRICING CONT.

GYM RENTAL - (1 Hour Minimum)

AREA	CAPACITY	RESIDENT	NON-RESIDENT
Gym - East or West Half	20-30 players	\$80/hr.	\$95/hr.
Gym - Whole	40-60 players	\$150/hr.	\$180/hr.

Gym rental is available Friday 7:00-10:00pm, Saturday 3:30-11:00pm, and Sunday 3:30-7:00pm. Tables may be added to the gym for \$15 per table; half-gym maximum 4 tables, full gym maximum 6 tables.



POOL RENTAL - (1 Hour Minimum)

	CAPACITY	RESIDENT	NON-RESIDENT
Swimming Pool	75 swimmers	\$170/hr.	\$195/hr.

Pool Depth: Shallow end 3 ft., middle 4 ft., deep end 5 ft.

Pool Length: 66.5 feet, Maximum Capacity - 75

Pool Rental is available Saturday from 4:00-10:00pm, and Sunday 4:00-7:00pm.

Price includes 2 Lifeguards to cover 30 swimmers. Each additional guard is \$25/hour.

Rules for Pool Rentals apply-ask Rental Associate for more details.



Legion Hall & Park Permits



LEGION HALL RENTAL

The Legion Hall, located in Van'O Park at 443 E. 157th Street, is a great and affordable place to host smaller, more intimate functions of 50-60 people. This facility is available to rent for South Holland Residents ONLY, Sunday through Saturday. Rentals are on a first come, first served basis. Please see below for the following block times and rates: Phone 708-331-2940 with questions. *Ask for a Legion Hall Manager.*

Monday - Friday

(8am - Midnight)

\$40/hr. (2 hr. minimum required)

Saturday

\$320 for ALL DAY or

\$240 (6 hr. minimum rental)

Sunday

\$160 (4:00pm - Midnight)

- Full Payment of the hourly/daily fee plus a \$150 refundable damage deposit is required to rent the Legion Hall.
- Reservations can be made at the SH Community Center, 501 E. 170th Street, 9am-4pm, M-F.
- Payment for the Legion Hall can be made by Cash, Visa, MasterCard or Discover.



PARK PERMITS

Enjoy a beautiful summer or fall day with family and friends in one of South Holland's magnificent parks. Park Permits are required for groups of 30 or more and are issued to South Holland Residents ONLY on a first come, first served basis.

Veterans Park Fee: \$150.00



The Pavilion at Veterans Park will accommodate up to 200 people.



The Large Playground at Vets is recommended for children ages 5-12.



The Promenade at Veterans Park.



The Small Playground at Vets is recommended for children ages 2-5.



War Monument at Veterans Park



Veterans Park Pond and Gazebo

- Full Payment of the daily fee plus a \$200 refundable damage deposit is required to obtain a Park Permit.
- Reservations can be made at the SH Community Center, 9am-4pm Monday - Friday
- Payment for the Park Permits can be made by Cash, Visa, Mastercard, or Discover.

ADDITIONAL PERMIT PARKS

Van'O Park



Pavilion at Van'O Park located at 157th and Orchid.

Maicach Park



Pavilion at Maicach Park located at 165th and Ellis.

Paarlberg Park



Pavilion at Paarlberg Park located at 172nd Place and Paxton.

Hollandale Park



Pavilion at Hollandale Park located at 164th and Michigan.

ADDITIONAL PICNIC PARK FEES

\$75.00

- Full Payment of the daily fee plus a \$200 refundable damage deposit is required to obtain a Park Permit.
- Reservations can be made at the SH Community Center, 9am-7pm Monday - Friday.
- Payment for the Park Permits can be made by Cash, Visa, Mastercard, Or Discover.

Prices are subject to change without notice

