

# City of Northlake



## Sandy Vasquez Community Center

316 N. LaPorte, Northlake IL 60164 708-343-8700

Welcome to the Sandy Vasquez Community Center, the perfect venue for your next event! Whether planning a birthday party, wedding, or any special occasion, our versatile space is here to accommodate your needs. With a fully equipped kitchen, a spacious party room, and a warm, inviting atmosphere, you'll find everything you need to make your event a success. Thank you for choosing us to be part of your celebration. We're excited to help make your event unforgettable!







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# Welcome

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### **Rental Details:**

The rental period is 9 hours, which includes both the setup and cleanup time.

### **Capacity and Amenities:**

- The space accommodates up to 100 people.
- We provide 12 eight-foot tables.

### **Party End Times:**

SUNDAY TO THURSDAY:

Parties must end by 10:00 PM. Cleanup must be completed by 11:00 PM.

FRIDAY AND SATURDAY:

Parties must end by 11:00 PM. Cleanup must be completed by 12:00 AM.

### **FOR RESIDENTS**

Monday – Friday

\$150.00 Rental Fee and \$50.00 Deposit

Saturday & Sunday

\$225.00 Rental Fee & \$50.00 Deposit

### **FOR NON-RESIDENTS**

Monday – Friday

\$300.00 Rental Fee and \$50.00 Deposit

Saturday & Sunday

\$375.00 Rental Fee & \$50.00 Deposit



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## Before your event:

- ☐ **Read your packet thoroughly.**
- ☐ Pick up your key for the Community Center during the week before your event. There will be a \$25.00 fee if the key is not picked up from City Hall. \*ID or contract needed at pick up.

## City Hall Hours

Monday through Friday 9:00 AM to 5:00 PM

Saturday 9:00 AM to 12:00 PM

- ☐ Inspect the Community Center to ensure everything is clean and working properly. If you find anything broken, contact the Northlake Police Department at 708-531-5755.





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## **Before leaving, please ensure the following cleanup tasks are completed:**

- ☐ Tables need to be wiped off, folded, and returned to the closets.
- ☐ Chairs need to be stacked against the wall.
- ☐ Kitchen must be cleaned. \_Microwave \_Stove \_Oven \_Refrigerator \_Sink
- ☐ Double check to ensure the stove and oven are turned off and the refrigerator is empty.
- ☐ Bathroom needs to be picked up of excessive paper and personal belongings.
- ☐ Floors must be swept, mopped and/or vacuumed. Cleaning supplies are not provided other than a vacuum, mop, and broom.
- ☐ Place all event-generated trash (inside and outside) in the designated trash dumpster in the parking lot.
- ☐ Before leaving, double check for personal items so they are not left behind.
- ☐ All lights must be turned off.
- ☐ All doors must be locked.
- ☐ Return the key to the Northlake Police Department.

\*There will be a \$50.00 fee if the Community Center is not cleaned.

\*You must return the key to the Police Station immediately after your event. Failure to return the key will result in the loss of your deposit.

\* The City of Northlake and its employees are not responsible for any items or personal belongings left after a party or event.



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You must be at least 21 years old to rent the Community Center. The City of Northlake has the right to add more rules or deny a rental request based on the judgment of the Mayor's Office in the City's best interest.

All rental fees plus the deposit must be paid in full at the time of rental to secure the date.

We require two separate payments for your event – one for the security deposit and the second for the actual rental. We accept all major credit cards (except American Express), checks, or cash for full payment; however, security deposits must be made via check or cash. All checks are to be made payable to the City of Northlake. A \$50.00 security deposit is required for key returns. The deposit is not part of your rental and will not be applied to your rental costs. Failure to return the key card to the Northlake Police Department, 55 E. North Avenue, immediately following the event or the return of a damaged key card will result in the forfeiture of the \$50.00 key card deposit. Check deposits will be mailed if not picked up, and cash deposits can be picked up at City Hall the following business day. Events canceled 30 days or more before an event will receive a full refund. Events canceled in less than 30 days, will result in a \$75.00 loss of the rental fee.

You and your guests are only permitted inside the facility during your rental time. You may not access the facility any earlier or later than your contract states. This is also true for guests. Please consider the amount of time you will need to completely set up before your event and clean up after your event. Your rental must include any additional setup/cleanup time. It's best to prepare for more time than you think you'll need. Most renters reserve the facility 2-3 hours before their event is scheduled to begin, and for at least 2 hours afterward. Again, please plan your rental times accordingly.

All events must conclude at the required time, meaning the facility must be cleaned, cleared, and vacated. The facility should appear as you found it when you first arrived. The alarm system will automatically reset at 12:00 a.m. Please plan your event start/end times accordingly.



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## Additional Rental Information

1. **Children are to be supervised at all times, both inside and outside the facility.**
2. **No Alcohol Allowed:** No alcoholic beverages are allowed anywhere on the property.
3. **No Smoking Inside:** Smoking is not allowed inside the building. If anyone is seen smoking inside or consuming alcohol on the premises, the event may be stopped. The Northlake Police Department may check the property during your event.
4. **Setup and Cleanup:** The person renting the space is responsible for setting up before the event and cleaning up afterward.
5. **No Decorations on Walls or Ceilings:** Do not use tape, tacks, or any materials to attach decorations to the drywall or ceiling.
6. **No Piñatas, Confetti or Taqueros Allowed:** Piñatas, confetti, and Taqueros (food vendors) are strictly not allowed.
7. **Cleanup Instructions:** Cleanup includes wiping tables and chairs, cleaning the kitchen, putting tables and chairs back in storage, sweeping and mopping floors, vacuuming carpet runners, closing and locking windows, and turning off all lights and electrical devices. The renter must also place garbage in the dumpster. The City will clean the bathrooms.
8. **No Admission Fees:** Charging admission fees or any other monetary charges for events at the community center is not allowed without written permission from the Mayor.
9. **Parking Information:** Guests can use the parking spaces provided at the Community Center. If more parking is needed, guests can park on the east side of LaPorte Avenue, the east side of Wolf Road, in the assigned parking spaces and on the south side of nearby streets. Additional parking is available at the Northlake Library on Fridays, Saturdays, and Sundays from 5:00 p.m. to 11:00 p.m. Cars left in the library parking lot after 12:00 a.m. may be towed.
10. **Respect for Neighbors:** Guests should be respectful of nearby property owners by not blocking driveways and keeping noise levels low, especially after dark.

The applicant agrees to hold the City of Northlake and its officers, agents, and employees harmless from any claims, including injuries, death, or damage that may occur during the event.