



Islamic Community Center of Des Plaines

480 Potter Road, Des Plaines, Illinois 60016

Tel: (847) 824-1100 Fax: (847) 824-1041

Office Hours Mon thru Fri 11am to 3pm & 8:30pm to 10pm
Sat 4pm to 8:30pm Sunday Closed

GREAT HALL RESERVATION FORM

Terms and Conditions:

1. Reservation will be based on first come first serve basis and confirmation only after receiving \$200.⁰⁰ in advance with a refundable deposit of \$100.⁰⁰, balance due one day before function.
2. No Music or Singing.
3. No Stick on decoration allowed.
(Please use screws provided on the wall to hang decorative ribbons)
4. Children should be Supervised and not to use the Elevator.
5. No Drinks or Food allowed on First & Second floor.
6. All Caterers should be insured & licensed to serve the food.
7. All Activities should be end and Hall should be Evacuated by 11:30pm sharp.
8. After 11:30pm Extra fee is applicable \$50.⁰⁰ per hour.
9. ICCD is NOT Responsible for any personal belongings in the Building or in the Parking lot.
10. For any questions feel free to contact at above phone number or stop by at the office.
11. All Garbage after the dinner should be put into Garbage bags and throw into the Dumpster located at North side of the building.
12. ALL Fire Exit doors at grade level should be closed at ALL Times.
13. Please contact Br. Mukthar Saqi at 224-636-4150 one week prior to your function date for the layout of the Great Hall in terms of tables, chair and partition, etc.

Name: _____ Event: _____

Address _____ Phone: _____ Cell: _____

Date of Event: ____/____/20____ Day: Mon / Tue / Wed / Thu / Fri / Sat / Sun

From: _____ AM/PM To: _____ AM/PM Number of Persons: _____

Deposit Amount\$ _____ Cash / Check# _____ Date: ____/____/20____

Received by: _____ Signature: _____ Balance \$ _____

I read the above Terms & Conditions and I agreed upon Signature: _____