

# DICKINSON HOUSE

440 DALE AVENUE, OGLESBY, IL 61348

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## ROOM RESERVATION POLICY

1. To make a room reservation, first call the Oglesby Parks and Recreation Office for open dates at 815-883-8121.
2. Reservations can be made at any time throughout the year for any date but be made at least one month prior to the reservation date.
3. There are fees listed below for the Main Room and Downstairs Room, along with Bowling Alley. Main room holds up to 70 people and Downstairs room holds up to 50 people.

**Main Room or Downstairs Room:** (Shower, Birthday, Family, Rehearsal Dinner, etc.)

Block 1– 10:00 AM – 3:00 PM – \$100.00

Block 2– 4:00 PM – 9:00 PM – \$100.00

**Business Fee:** Flat fee of \$200.00

**SECURITY DEPOSIT (Refundable) - \$50.00**

*\*Required to be a separate check. Security Deposit will be returned upon Final inspection post-event by City of Oglesby.*

**Building Fee for Wedding/Reception:**

All Day – 8:00 AM – 10:00 PM – \$300.00

**SECURITY DEPOSIT (Refundable) - \$100.00**

*\*Required to be a separate check. Security Deposit will be returned upon Final inspection post-event by City of Oglesby.*

**Bowling Alley:** *Reservations for minimum of 10 bowlers*

\$60 per hour with Rental of Main or Downstairs Room.

\$30 for every additional half hour.

*\*Shoes and bowling balls included. Bumpers available.*

4. The reservation fee must accompany the application and be received at the City Clerk's Office within two (2) weeks of your booking date, otherwise your reservation will be terminated. **City Hall Address: 110 East Walnut Street, Oglesby, IL 61348**
5. Reservation fees are refundable if cancellation is made no less than one month prior to the reservation date. NO refunds will be given for cancellations made less than one month in advance.
6. If applicable, the proper permit concerning the distribution of alcoholic beverages must be included with the application form for proof of insurance.  
The City must be listed as co-insured on your policy.
7. If applicable, certificate of liability must be presented for any inflatable's used at the time of your event. (Bounce house, etc.)

# THEODORE G. DICKINSON HOUSE

## RULES FOR USE OF FACILITY

### **PLEASE –**

Key is in a lock box on front doors of building. Please DO NOT enter building any earlier than 30 minutes before scheduled time. YOUR KEY CODE IS \_\_\_\_\_ . Please put key back in box once you have entered the building.

You are responsible for supervision of the building and premises during your scheduled hours.

To keep doors unlocked for guests, look to the east of the main double doors. Directions to unlock are on door frame.

Secure all exterior doors –Main double doors, two in Main Room

Make sure key is back in lock box!

### **To ensure you Security Deposit is returned, Please follow these rules!**

Return building back to how you found it! Your deposit is depending on it!

- Bring your own cleaning supplies – dish cloths and dish towels.
- Broom and dustpan in closet by bowling alley.
- Vacuum cleaner in closet by bowling alley.
- Extra tables and chairs used should be returned.
- Wipe off table tops.
- Trash should be left in liners in the cans to avoid leaking on floor, extra cans with liners are in soda machine room.

Alcoholic beverages are not allowed in building or on grounds, unless Insurance Coverage is provided in advance. Proof of any alcohol left in building WILL result in loss of Security Deposit.

Inflatable bounce houses are not allowed on grounds without proof of insurance. Proof of any inflatable bounce house WILL result in loss of Security Deposit.

**NO** pets allowed inside building.

**NO** smoking allowed inside building.

**NO** scotch tape on windows while decorating.

**THANK YOU FOR YOUR COOPERATION,**

*City of Oglesby*