



## **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

# **FUNCTION HALL**

ALHAMDULILLAH for your Functions within Islamic bounds, we have a Function Hall in the Masjid Basement known as **GREAT HALL** available for you.

The Donation to use the GREAT HALL is as follows:

1. General Function \$700.<sup>00</sup>
2. Non-Profit Organization \$500.<sup>00</sup>
3. Khatm-e-Quran (for Deceased Person) \$250.<sup>00</sup>

### **Amenities Available:**

- a. Warm-up Kitchen (on site Cooking Not Allowed).
- b. 5' Round tables with chairs (No table covers).
- c. Water Pitchers.
- d. Food warming trays.
- e. Buffet tables 6' long - four in numbers.
- f. Garbage cans with plastic bags.
- g. 8' x 16' Stage.
- h. Standing Microphone.
- i. Tea/Coffee pot
- j. Movable accordion type partition on wheels.
- k. Refrigerators for cold drinks.

### **Terms and Condition to Reserve the GREAT HALL.**

1. ***Reservation will be based on first come first serve basis and confirmation only after receiving partial payment in advance, 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 end and Hall should be Evacuated by 11:30pm sharp.
8. After 11:30pm Extra fee is applicable \$50.<sup>00</sup> per hour.
9. ICCD is NOT Responsible for any personal belongings, in the building or in the parking lot.
10. All Garbage after the dinner should be put into Garbage bags and throw into the Dumpster located at North side of the building.
11. ALL Fire Exit doors at grade level should be closed at ALL Times.
12. Great Hall will not be available during the holy month of Ramadan.