

Stephenson County Farm Bureau Facility Social Rental Terms & Conditions

Effective: 8/1/2025

Approximate Seating Capacities

Room	Room Dimensions	Square Foot	Theater	Lecture/Classroom	Banquet	0-6 hours	FULL day
Walsh	60' X 33'	1980	200	96	160	\$275	\$400
Lincoln/Douglas	50' X 30'	1500	140	72	100	\$240	\$ 325
Stephenson	36' X 24'	846	80	36-48	64	\$200	\$240
Blackhawk	40' X 21'	840	80	36-48	64	\$200	\$240

- **Security deposit must be paid at time of booking.**
- Stephenson County Farm Bureau members receive a \$25 discount.
- Recurring rentals for extended periods may be discounted per manager's discretion.
- SCFB will charge a **\$200 security/cleaning deposit** (cash or credit card) for rentals.
- **Room rental fee must be paid and key picked up by 12 noon** on the last business day prior to the event unless other arrangements are made.
- Refund is dependent on post-rental condition of room and return of key within 48 hours unless otherwise arranged.
- **Any unauthorized use of other rooms in the building may result in forfeiture of some or all of renter's deposit.**
- Management reserves the right to charge a higher deposit per its discretion.
- Repeat rentals may leave initial deposit on account for the duration of the rental period.
- Rentals requiring set-up the day before the event will need to rent the space for that day as well.
- Renters are expected to read and understand the terms of the rental contract which they will be required to sign.

Miscellaneous

- Outside catering is permitted by caterers who are properly licensed and permitted by their local County Health Department.
- A full kitchen with two refrigerators, microwave and stove is located adjacent to the Stephenson Room. A smaller kitchen with a refrigerator and microwave is located adjacent to the Walsh Room.
- Smoking legal substances is only permitted outside the building a minimum of 15 ft. from entrances. **ALCOHOL AND ILLEGAL DRUGS ARE STRICTLY PROHIBITED.** Failure to follow these guidelines will result in forfeiture of renter's deposit.
- The building is handicap-accessible with a handicap restroom.
- All meeting rooms have wireless Internet access.
- Unless waived by management, a signed contract and precise layout or description of room set-up is required 2 weeks in advance of scheduled events. If not provided, renters may be on their own to set up room as needed.
- No event shall start later than 6:00p.m. or end later than 10:00 p.m. (including clean-up).
- Any consideration for special rates is solely at the discretion of the Farm Bureau Manager.
- SCFB reserves the right to decline rental of facilities to any group or individual.