



Thank you for your interest in renting Restoration Café. It is an excellent venue for bridal and baby showers, family reunions, small parties, and business meetings. Below are the rental guidelines as well as cost information. We look forward to working with you!

- ♦ Restoration Café may be requested by individuals or groups of 12 to 75 people.
- ♦ The Café may be rented weekdays between 3:00 – 9:00 p.m. and weekends by appointment.
- ♦ Rental costs are determined as noted below:

Weekdays:

# of Attendees	Purchasing Food & Drinks	Purchasing Drinks Only
	(priced separately)	(priced separately)
12-25	\$35 (+ cost of food & drinks)	\$75 (+ cost of drinks)
26-50	\$80 (+ cost of food & drinks)	\$125 (+ cost of drinks)
51-75	\$125 (+ cost of food & drinks)	\$200 (+ cost of drinks)

Weekends (Friday 5:00 and after, Saturday, and Sunday):

# of Attendees	Purchasing Food & Drinks	Purchasing Drinks Only
	(priced separately)	(priced separately)
12-50	\$125 (+ cost of food & drinks)	\$300 (+ cost of drinks)
51-75	\$200 (+ cost of food & drinks)	\$300 (+ cost of drinks)

- ♦ Outside food may be brought in for events, but coffee and other beverages must be provided by Restoration Café. A menu is included with a complete price list of food and drink items.
- ♦ Restoration Café is a smoke-free, alcohol free environment. We cannot permit the sale or use of alcohol.
- ♦ Two weeks advance notice is required to rent the café. A 50% non-refundable deposit (of rental fee only) is required at the time of reservation. The balance of the rental fee and cost of food and drinks will be due the day of the event.
- ♦ Individuals and groups must provide their own sound equipment, projector or screen if needed. Restoration Café can provide a clear lectern at no charge.
- ♦ All decorations must be approved by the café supervisor. Nothing can be adhered to the walls, and candles are not permitted with the exception of those on a birthday cake.
- ♦ Individuals or groups using Restoration Café are liable for their own property. Restoration Café or Rockford Rescue Mission is not liable for any losses incurred via damage or theft to property while within our facilities.
- ♦ To inquire, contact the café at (815) 977-4361 or fill out the attached Request Form and fax to (815) 977-4752.

RESTORATION CAFE
GREAT COFFEE. GREAT FOOD. GREAT CAUSE.
625 West State Street, Rockford, IL, 61102



Building Use Request

Cancellation is required by 2 p.m. 2 days prior to the event to avoid full payment of rental fee.

Type of Program/Event: _____ Today's Date: _____

Group/Organization: _____

Name and Title of Representative: _____

Name of Responsible individual(s): _____

Address: _____ City: _____ State: ____ Zip _____

Phone: (Day) _____ (Night) _____ Fax: _____

Date & Time Requested: _____ Beginning _____

Ending _____

Intended Purpose (Be Specific): _____

Estimated Number of Participants: _____

Type of Food or Drink Needed: _____

Special Equipment Desired: (note may be additional fee) _____

Signature: _____ Position: _____

**Cafe staff will contact you as soon as possible with approval and fees due. Until then, the date you requested will be tentatively reserved. Once approved, the café supervisor will meet with you to determine how to meet your needs.*

FOR OFFICE USE ONLY:

Date & Space Available: _____ Est. Fee: _____

Cafe Supervisor: _____ Approved Denied

Executive Director: _____ Approved Denied

Notification Given to Applicant: _____ Date: _____

Deposit Received: \$ _____ Date: _____

Copy to Applicant, Executive Director, Director of Business Operations

Comments/Restrictions: _____