



Casa Italia, Inc.

3800 W. Division, Stone Park, IL 60165

Phone: (708)345-5933

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Email: info@casaitaliachicago.org

Website: casaitaliachicago.org

POLICIES AND PROCEDURES FOR THE USE OF CASA ITALIA GROUNDS

SERVICES AND FEES

- The Bocce Courts and grounds south of the sidewalk by the Banquet Center are available to rent for \$250.00 per day plus a \$250.00 security deposit. This will include the following: use of 4 Bocce Courts, the grounds south of the sidewalk, use of the 3 tables that are currently located near the Bocce Courts and bathroom facilities located in the Office Center. Any additional chairs, tables, tents, etc. are the responsibility of the group. If additional picnic tables are needed, there will be an extra charge. Contact the office for availability at (708) 345-5933. The security deposit of \$250 and rent of \$250 are due one month before the event or your reservation will be forfeited. The security deposit will be returned within 5 business days after the event if the grounds are left clean and there is no damage to the property.
- Security personnel (at your cost) are required for crowds of more than 350 and must go through Casa Italia (The security will be supplied by the Village Stone Park.) In addition, if liquor is served or sold, security is required (at your cost) for groups over 250 and must go through Casa Italia (The security will be supplied by the Village Stone Park.)
- The Banquet Center and Catering Services are also available for additional fees.

INSURANCE

- A certificate of insurance is required naming Casa Italia Inc. and the Scalabrini Fathers of St. Charles Borromeo as an “additional party insured” and covering Casa for a minimum of \$1 million in general liability.
- If alcohol is served at the event, a certificate of is also required naming Casa Italia Inc. and the Scalabrini Fathers of St. Charles Borromeo as an “additional party insured” and covering Casa for a minimum of \$1 million in liquor liability.
- Casa Italia may require a “special event” policy to be purchased. The policy will name Casa Italia Inc. and the Scalabrini Fathers of St. Charles Borromeo as the “named insured” and cover Casa for a minimum of \$1 million in general liability. The cost of this policy is the sole responsibility of the persons/organization utilizing the Casa Italia facilities.
- The insurance carrier for the above coverage’s must have an A.M. Best rating of “A” or better.
- Proof of insurance is due one month in advance or your reservation will be cancelled.
- Casa Italia reserves the right to increase the level of coverage based on the magnitude of the event and other issues pertaining to liability.

GENERAL INFORMATION

- No equipment, supplies, etc... are allowed on our grounds prior to the day of your event.
- No alcoholic beverages may be sold unless specific arrangements are made through the village and state and all legal requirements are met, including security and parking arrangements.
- No hard liquor will be allowed under any circumstances.
- No bottles may be brought on premises — cans or cups only!
- The facilities are available for use for 8 total hours which includes set-up & clean-up.
- Washroom facilities must be left clean and in working order, or the cost of cleanup will be billed to you at a rate of \$20 per hour.
- All garbage must be placed in the dumpsters and the grounds left in a clean and orderly state, or the cost of clean up will be billed to you at a rate of \$20 per hour.
- The Calvary Shrine is a holy place for Prayer only. Any partying, playing or littering on the shrine will result in your group being barred from future use of the property.
- All other buildings and grounds are off limits without prior arrangements.
- No physical alterations may be made to the building, grounds and equipment, or you will be charged the cost of repair.
- Parking is allowed only in the parking lots..

Please call Casa Italia at (708)345-5933 if you have any questions.