



SUNSET FOODS – LONG GROVE  
REQUEST FOR COMMUNITY ROOM USE

4190 RFD Route 83, Long Grove, IL 60047 / Phone: 847-478-8150

Sunset Foods in Long Grove is pleased to make our Mezzanine available free-of-charge for use by the community. Our Mezzanine is accessible by stairs or elevator. If you wish to use our Mezzanine, please complete and submit this form.

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Is your request on behalf of **yourself** or an **organization**? (Please circle one.)

If it's for an organization, is it a **Not-for-profit**, **Community Group**, **Business** or **Other**? (Please circle one.)

If your organization is a not-for-profit, please attach a copy of its 501(c)(3) form.

Purpose of room use: \_\_\_\_\_

**AREA REQUESTED:** \_\_\_ **Open Area:** Space for up to 50 people, with tables, chairs and a couch.

\_\_\_ **Conference Room:** Private room with a large table and seating for up to 14 people.

**Requested date** of use: \_\_\_\_\_ **Minimum/Maximum number of people** expected: \_\_\_\_\_

**Start Time** (including any set-up; the earliest time is 7:00 a.m.): \_\_\_\_\_ a.m.? p.m.?

**End Time** (including any clean-up; the latest time is 8:30 p.m.): \_\_\_\_\_ a.m.? p.m.?

**Food:** If you wish to use **Sunset's Catering Service**, please contact the Store Manager. (Alcohol is not permitted.)

If you want **audio-visual equipment or other set-up**, please specify below, and we'll do our best to accommodate you:

\_\_\_\_\_  
\_\_\_\_\_

Please submit this form at least three days before your event.  
You may fax it to 847-478-8155 or leave it at the Long Grove Customer Service Counter.  
Please contact Customer Service to learn if we have been able to accommodate your request.  
Thank you for your interest!

**For Sunset Foods Use Only:**

**Authorized by:** \_\_\_\_\_ **Date:** \_\_\_\_\_