

Welcome



Welcome to Friendship Center at Friendship Village! We are pleased to announce that many of Friendship Village's beautiful community spaces now can be rented for meetings or special events. Whether your event requires an auditorium, meeting rooms or a private boardroom, Friendship Village can accommodate your group in style.



Please call me if you have any further questions or would like more information.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Rose".

Jeff Rose | Lifestyles Production and Volunteer Coordinator
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Friendship Village of Schaumburg
350 W. Schaumburg Rd., Schaumburg, IL 60194 | www.friendshipvillage.org

Room Rental

Friendship Village offers a variety of rooms and services to help your event run smoothly. We can accommodate groups from two to two hundred and twenty. Furniture arrangements in many rooms can be set up to fit the needs of your group and activity. Full catering services are available and we can meet many of your audio visual equipment needs.

Friendship Center

Assembly Hall



At the heart of Friendship Center is the 220-seat Auditorium, the largest seating venue in Friendship Village. Assembly Hall lends itself to cultural arts performances, interfaith worship services, lectures, and many other programs.

Salt Creek Room



This Room features beautiful views of Heron Pond. It has versatile counters and storage for your meeting needs . It can accommodate meetings, classes, and presentations up to forty (40) people.

Chapel



It can accommodate meetings, classes, and presentations up to forty (40) people.

Sarah's Grove



Sarah's Grove is a great room for parties, meetings, classes, or presentations. It can accommodate 80 people in theater row chairs or can be set with round tables for parties or rectangular tables for classroom-style. Sarah's Grove can be divided into two rooms for smaller groups. An adjacent pantry/kitchen is ideal when catering services are requested.

Prairie Room



The Prairie Room is a conference room with seating for 14. Ideal for board meetings or presentations.

Room Rental

Bridgewater Place

Woodfield Rooms



Located along Promenade East the Woodfield Rooms are already equipped with audio/visual equipment. Depending on the setup, this room can accommodate fifty people. With its proximity to the main kitchen, it is ideal for catered functions. A portable folding wall can divide Woodfield into two smaller rooms.

Aquatic Center & Fitness Center



Located along Promenade West the Aquatic and Fitness Centers are equipped with state of the art exercise and pool equipment. These spaces are available for rental for private instruction, or parties.

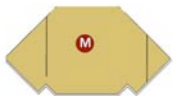
Bridgewater

Bob Atcher Room



Adjacent to the Sheffield Dining Room and across from Friendship Hall is the Bob Atcher Room. An oval mahogany table seats ten comfortably for a meal in this dining room atmosphere. Additional chairs can be placed at the table or along the walls for a conference or meeting.

Friendship Hall



Located along the Commons Corridor, Friendship Hall is already equipped with audio/visual equipment. Friendship Hall can accommodate one hundred people in theater row chairs and is ideal for group presentations, lectures, worship services, classes, and seated activities.

Floor Plan

Friendship Center

- 18 Reception
- 19 Lifestyles Offices
- 20 Sarah's Grove meeting rooms
- 21 Salt Creek Room
- 22 Prairie Room
- 23 Chapel
- 24 Heron Pier
- 25 Assembly Hall
- 26 Meditation Garden



Floor Plan

Friendship Village Community

1. Friendship Center
2. Bridgewater Place
3. Crosswell Trace Garden Homes
4. Briarwood Healthcare Center
5. The Willows Assisted Living
6. Bridgegate Apartment Homes



Name	Ceiling Height	Width	Length	Sq. Ft.	Theater	Banquet	Classroom	8x10 Booth	10x10 Booth	U-Shape	Hollow Sq.	Conference	Reception
Aquatic Center	40' 0"	50' 0"	88' 0"	4400	0	0	0	0	0	0	0	0	0
Assembly Hall	55' 0"	75' 0"	37' 0"	2775	220	160	80	0	0	80	80	0	0
Bob Atcher Room	10' 0"	12' 0"	30' 0"	360	0	0	0	0	0	0	0	0	0
Chapel	25' 0"	25' 0"	29' 0"	725	40	0	0	0	0	0	0	0	0
Prairie Room	10' 0"	14' 0"	22' 0"	308	0	0	0	0	0	0	0	0	0
Salt Creek Room	25' 0"	27' 0"	32' 0"	864	70	48	40	0	0	30	40	0	0
Sarah's Grove AB	25' 0"	24' 0"	47' 0"	1128	90	56	60	0	0	40	50	0	0
Woodfield Room I & II	15' 0"	22' 0"	47' 0"	1034	90	56	60	0	0	40	50	0	0

Audio-Visual Equipment

Assembly Hall Sound and Media System Rental includes:

- 1 DVD DENON player
- 1 SONY VPL-FX52 6000 lumens projector and long throw lens.
- 1 YAMAHA LS9-16 digital mixing console.
- 4 SHURE SLX series wireless microphone systems.
- 4 SLS LS6593A line array loudspeakers installed as a stacked stereo pair.
- 1 DALITE ELECTROL PROFESSIONAL ELECTROL 20'x20' projection screen installed over the stage.
- 1 LISTEN UP Assisted Listening System
- 1 HEARING LOOP T-Coil Assisted Listening System

Friendship Center Media System, including breakout spaces (In each room except the Prairie Room):

- 1 XLR Input for Wired or wireless
- 4 ATLAS SOUND FAP62T ceiling speaker assemblies

Friendship hall Multi-Media System

- 1 CRESTRON Multimedia System Includes: DVD Player, VCR Player, CD Player, Radio Tuner, AUX Video Input, Built in Camera System and 4 SHURE SLX series wireless microphone systems.
- 1 DALITE ELECTROL PROFESSIONAL ELECTROL 6'x6' projection screen installed over the stage area
- 1 LISTEN UP Assisted Listening System

Portable equipment

- 1 BOSE L1 Series Sound system with 2 available input and one output
- 4 Wired AKG Stage Microphones with 25' XLR Cables
- 1 SHURE Wireless Microphone System (with 1 Handheld and 1 Lapel Microphone) – For use with Bose L1 or in Chapel, Salt Creek Room, Sarah's Grove, Assembly Hall or Friendship Hall
- 4 Wooden Easels for holding poster board or easel pads of paper
- 4 Metal easels for display of poster boards
- 1 White board located permanently in the Prairie Room only
- 1 Large Da-Lite 6' Portable Projection Screen
- 1 4' Wide Screen Portable Projection Screen
- 2 Portable LCD Projectors
- 2 DVD/CD Players
- 1 VCR Player
- 1 Loaner Laptop Computer (Non-internet accessible)
- Various Cables and connectors available for use

Catering Service Guidelines

It is our pleasure to assist you in planning your special event. This outlines just a sampling of the services that we can offer. We have highlighted our most popular catering packages; however, our catering staff would be happy to guide you in customizing a menu for your special needs.

How to get started:

A representative from Dining and Hospitality will contact you to discuss specific details of your event and send you a price quote. Please keep in mind that we do not offer catered events on Sundays and Holidays.

Once the Dining & Hospitality Department has discussed your catering needs with you & approved the date, they will contact Lifestyles to confirm your reservation. At that time, Lifestyles will check with the Resident Services Department to review your parking needs. A room reservation confirmation will be generated.

To best serve you and your guests, we ask for a minimum of 3 weeks in planning your event. Two weeks prior to the event, we ask for a 50% deposit, made payable to: Friendship Village of Schaumburg - Dining.

Three business days* prior to the event, we ask that you confirm the number of guests you are expecting at you event, or if you will need to cancel. Failure to cancel within the three business day timeframe will result in forfeiture of your deposit. Events scheduled without the requested notice are subject to a 25% service charge.

The Menus:

Luncheon Menus have been priced as total package based on 10-12 people or 25 people. Dinner options are priced per person. Culinary labor has been calculated into the cost. Set-up, serving attendants, china vs. disposables, and taxes have NOT been included in the prices.

There are several dinner options available. Remember that you can also choose from the menu in Seasons (if your event is planned in Bridgewater Place) or from Sheffield's (if your event is planned in Brigdegate). Prices are based on \$15 plus tax and set-up and service needs.

Style of Service:

Buffets and Waited Service events are both available.

** Business Days are Monday – Friday, 8am – 4pm*

Menus and Catering

EXTERNAL Signature Sunrise

Morning Agenda

Choose one of our breakfast trays, a seasonal fresh fruit tray, assorted juices & fresh brewed coffee (decaf, regular) and hot tea
\$65.25 per pkg (serves 10-12)
\$116.25 per pkg (serves 20-25)

Signature Sunrise

Choose one of our breakfast trays with our fresh brewed coffee (decaf, regular) and hot tea
\$35.00 per pkg (serves 10-12)
\$68.25 per pkg (serves 20-25)

Seasonal Fresh Fruit Tray

An arrangement of bite-sized seasonal fresh fruit
\$25.95 per tray (serves 10-12)
\$39.55 per tray (serves 20-25)

Breakfast Trays:

\$25.75 per tray (serves 10-12)
\$49.00 per tray (serves 20-25)

The Bagel Tray

Fresh bagels complete with cream cheese, butter / margarine and jelly

The Scone Tray

Fresh baked cranberry or blueberry scones

The Muffin Tray

A collection of fresh baked muffins

The Breakfast Pastry Tray

An assortment of Danish, donuts and other pastries

Assorted Yogurt Parfaits

Yogurt and fresh fruit with a crunchy granola topping
\$2.25 per person

Beverages

- Bottled Water \$1.40 per person
- Coffee (reg. & decaf.) \$.75 per person
- Hot Tea \$.45 per person
- Soft Drinks \$1.25 per person

Favorite Lunch Packages

The Sandwich Board

An assortment of tuna salad, chicken salad, turkey and ham sandwiches on assorted breads, with pickles and olives. Served with 2 side salads, chips, and choice of cookies or brownies and beverages.
\$139.00 per pkg (serves 10-12)
\$290.50 per pkg (serves 20-25)

The Corner Deli Bar

Design your own sandwiches with sliced turkey, ham and roast beef, assorted cheeses and breads & rolls, pickles & olives. Served with 2 side salads, chips, and choice of cookies or brownies and beverage.
\$111.75 per pkg (serves 10-12)
\$211.75 per pkg (serves 20-25)

A Salad Affair

A large bowl of mixed greens with julienne meats, cheeses & vegetables & dressings. Served with the soup du jour, 2 side salads, rolls & butter, and your choice of cookies or brownies and beverage.
\$115.50 per pkg (serves 10-12)
\$232.50 per pkg (serves 20-25)

Wrap It Up

A variety of tuna salad, & turkey BLT wraps, pickles and olives, served with 2 side salads, chips, cookies or brownies and beverage.
\$135.50 per pkg (serves 10-12)
\$282.25 per pkg (serves 20-25)

The Bistro Box Lunch

Select your favorite sandwich from the "Sandwich Board" for your Bistro Box, accompanied by a side salad, chips, cookies, & beverage.
\$7.55 per person

Side Salads

- Potato Salad
- Fruit Salad
- Coleslaw
- Mixed Green Salad

Party Snacks

- \$3.50/ bowl (serves 10-12)
- \$7.00/bowl (serves 25) or \$.60/bag
- Potato Chips / Dip Original Sun Chips
- Pretzels / Mustard
- Mixed Nuts \$16.50 /bowl (serves 10-12)

Cathy Cusack

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Menus and Catering

EXTERNAL

Custom Buffets or Waited Service

Choose one entrée, soup du jour or mixed green salad, vegetable, starch, dessert and a beverage.

	Per person
▪ Penne' pasta with grilled vegetables & choice of Marinara, Pesto or Alfredo Sauce	\$16.25
▪ Stuffed Chicken Breast with Spinach & Mushroom Sauce	\$17.95
▪ Chicken Wellington with Red Wine Sauce	\$17.95
▪ Pork Loin with Scalloped Apples	\$17.55
▪ Beef Tenderloin with Shiitake Mushrooms	\$21.25
▪ Lasagna with Marinara Sauce & Garlic Bread	\$16.75
▪ Thin Crust Pizza (sausage, pepperoni, vegetable, or Cheese)	\$14.25

Vegetables

- Green Beans
- Grilled Mixed Vegetables
- Broccoli
- Carrots

Starch

- Mashed Potatoes/Gravy
- Baked Potato/Sour Cream
- Rice Pilaf

Desserts

- Brownies
- Flourless Chocolate Cake
- Fruit Pie
- Cheesecake
- Ice Cream Sundae

Beverages

- Bottled Water
- Coffee (regular or decaf)
- Hot Tea
- Soft Drinks
- Iced Tea

Buffets

The Carvery

Choose either carved bone-in ham & mustard sauce or prime rib of beef & horseradish cream sauce with fried or baked chicken, 1 starch, 2 vegetables, rolls & butter, mixed green salad, dessert & beverage.

\$25.55 per person – Ham & Chicken

\$26.95 per person – Prime Rib & Chicken

Other Options

Seasonal Fresh Fruit Tray

Arrangement of bite-sized seasonal fresh fruit

\$25.95 per tray (serves 10-12)

\$39.55 per tray (serves 20-25)

Assorted Dessert Platter

Assortment of bite-size desserts

\$30.25 per tray (serves 10-12)

\$43.75 per tray (serves 20-25)

Fresh-Baked Cookies

Assortment of fresh baked cookies

\$30.25 per tray (serves 10-12)

\$43.75 per tray (serves 20-25)

Cheese Tray

An array of cheeses served with crackers

\$24.25 per tray (serves 10-12)

\$35.75 per tray (serves 20-25)

Crudités Platter

An assortment of vegetables served with ranch dip

\$26.50 per tray (serves 10-12)

\$41.25 per tray (serves 20-25)

Canapé Platter

An assortment of cold decorative canapés

\$4.50 per person

Hot Hors d'oeuvres

Choice of hot hors d'oeuvres such as egg rolls, asparagus roll-ups, beef brouchette, to name a few.

\$3.75 per person

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Directions to Friendship Village

Friendship Village of Schaumburg

Friendship Village of Schaumburg is located 2.5 miles south of I-90 and 0.4 miles west of Roselle Road at 350 West Schaumburg Road in Schaumburg, Illinois



Life is Better Among Friends™



Parking

Friendship Village of Schaumburg Parking Plan

