

Applicati	on

Payment	\$

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Community Room Rental Application

To request a reservation for the community room, please complete and submit the form below to:

500 S. Fish Lake Road, Volo	, IL 60073 or Email: <u>dlem</u>	ay@villageofvolo.com	
Contact Name:	Daytime Phone:		
Address:			
Email:			
Please circle the applicable answers:	Will your rental require use of t	he warming kitchen? Yes No	
Will food and/or beverages be served? Yes	No Will Village tables and/	or chairs be used? Yes No	
Brief Description of the Nature of the Event:			
Total Estimated Attendance:	Number of Children:	Number of Adults:	
Date(s) Being Requested:			
When requesting rental times, plea	se be sure to include adequate time	e for event setup and cleanup:	
Rental Start Time:	Rental Finish Time:		
Initials:			
Room Rules & Regulations and to indemnify, hold hinjuries and/or loss of personal property sustained Village of Volo Community Room Usage Policy. The applicant agrees to pay \$30 per hour as Please note: All applicable fee The applicant agrees to obtain a certificate of Tenant User Liability Insurance Program (TULIP) we The key for access to the community room vevents) and returned directly after rental completion Please note: The Certificate of Insurance All tables/chairs used need to be replaced on clean and in good condition. All waste must be disputionally applications for reservations are accepted up will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside of normal business hours for the community room will be available outside o	by the applicant's attendees arising of soutlined above and a \$50 cleaning fees will need to be paid in advance to he of insurance naming the Village of Volumonebeaconentertainment.com, rewill need to be picked up the day of the on. See will be provided to the village hall put the storage racks at the end of the exposed of properly. To to six (6) months in advance of the exposed of the expos	ee per use. sold the date and times for rental lo additionally insured, provided by the fer to - Venue Code: 0501 – CFH the rental or business day prior (weekend prior to or at time of key pick up. vent. The community room must be left	
Signature		Date	

Mayor: Stephen Henley

Trustees: Michael Wagner — Carol Porter — Kurt Johnson — Dustin Heuser — John Buttita — Lesa Northam

Village Clerk: Bonnie Rydberg

500 S. Fish Lake Road - Volo, IL 60073 - p: (847) 740-6982 - f: (847) 740-6802 - www.villageofvolo.com

TULIP: Tenant User Liability Insurance Progr

Protect yourself from claims for injuries or property damage during your event

Are you planning to use or rent a city facility?

TULIP ensures you are protected from liability for injuries and damage that may occur at your event or activity.

Without TULIP, you may be personally responsible for paying claims for bodily injury or property damage during your event or activity. Your homeowner's insurance may cover some situations, but it may be limited and not all claims will be covered.

You can buy insurance through TULIP, a city-sponsored program, or you can purchase a policy through another private insurance carrier.

What does TULIP cover?

This city-sponsored program provides \$1 million in liability coverage for events* such as:

- Receptions
- Reunions
- Festivals
- Concerts
- Job Fairs
- Weddings
- · Clubs & Meetings
- · Arts & Crafts Fairs
- Many more!

A full listing of covered events is available at

www.onebeaconentertainment.com.

Please use the online contact information for questions about whether other events are eligible for coverage

Can I get liquor liability coverage from TULIP?

Yes. Liquor liability coverage is available.

How does TULIP work?

Your city has made TULIP coverage available for purchase through a collection of cities and insurers.

After entering event information into the secure web site, an instant quote is generated. Coverage can be purchased online with a credit card.

How much does TULIP cost?

The cost for the \$1 million liability coverage depends upon your unique event, *including things such as*:

- · Length of event.
- · Number of attendees.
- Whether there are exhibitors or vendors.
- Whether food and alcohol are served.

An instant quote for TULIP coverage is available on the secure web site.

How do I get more information about TULIP?

Visit: www.onebeaconentertainment.com or contact Susan Kludjian at (978) 661-6662 or Christine Mitchell at (978) 661-6857.

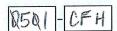
Get a Quote or Purchase TULIP coverage:

Step 1:

Visit www.onebeaconentertainment.com Click on ...PURCHASE OR QUOTE

Step 2:

Enter...Facility/Venue ID Code



Don't have a code? Search "National League of Cities" from the drop-down list, then select your location.

Step 3:

Describe event or activity Select from drop-down menu. Click next.

Step 4:

Get your quote
Answer some basic questions
and enter your contact and
billing information.

Step 5:

Purchase when ready A credit card is required.

Protect yourself and your guests with TULIP coverage

