



Application

Payment \$\_\_\_\_\_

Certificate

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: [dlemay@villageofvolo.com](mailto:dlemay@villageofvolo.com)

Contact Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

*Please circle the applicable answers:*

Will your rental require use of the 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, please be sure to include adequate time for event setup and cleanup:*

Rental Start Time: \_\_\_\_\_ Rental Finish Time: \_\_\_\_\_

*Initials:*

- \_\_\_\_\_ By completing this application, the applicant agrees that they have read and will abide by the Village of Volo Community Room Rules & Regulations and to indemnify, hold harmless, and defend the Village of Volo from and against any and all personal injuries and/or loss of personal property sustained by the applicant's attendees arising out of the facility use applied for under the Village of Volo Community Room Usage Policy.
- \_\_\_\_\_ The applicant agrees to pay **\$30 per hour** as outlined above and a **\$50 cleaning fee** per use.  
Please note: All applicable fees will need to be paid in advance to hold the date and times for rental
- \_\_\_\_\_ The applicant agrees to obtain a certificate of insurance naming the Village of Volo additionally insured, provided by the Tenant User Liability Insurance Program (TULIP) [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com), refer to - *Venue Code: 0501 – CFH*
- \_\_\_\_\_ The key for access to the community room will need to be picked up the day of the rental or business day prior (weekend events) and returned directly after rental completion.  
Please note: The Certificate of Insurance will be provided to the village hall prior to or at time of key pick up.
- \_\_\_\_\_ All tables/chairs used need to be replaced on the storage racks at the end of the event. The community room must be left clean and in good condition. All waste must be disposed of properly.
- \_\_\_\_\_ Applications for reservations are accepted up to six (6) months in advance of the event date. No member of the village staff will be available outside of normal business hours for event support. Application does not guarantee approval of requests.

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](http://www.villageofvolo.com)

## 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](http://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](http://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](http://www.onebeaconentertainment.com)

Click on ...**PURCHASE OR QUOTE**

#### Step 2:

Enter...Facility/Venue ID Code

0501 - CFH

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