

Rate Information

All renters must provide a Certificate of Insurance with the Village listed as an additional insured/certificate holder.

No organization or individuals will be granted rental privileges in excess of 4 times per calendar year, and not more than 2 times in any given month, unless approved by the Conference Committee.

Resident Rate:

- Hourly rate: \$20 per hour
- Daily rate: \$100 per day
- \$35 non-refundable maintenance fee
- \$100 refundable deposit

Non-Resident Rate:

- Hourly rate: \$175 per hour
- \$100 non-refundable maintenance fee
- \$100 refundable deposit

**RENTAL IS FOR THE
CONFERENCE ROOM ONLY.**

**THE VILLAGE RESERVES THE RIGHT TO
RESCHEDULE OR CANCEL AN EVENT
DUE TO EMERGENCY PURPOSES.**



**Village of Olympia Fields
20040 Governors Highway
Olympia Fields, IL 60461**

708-503-8000

Hours:

M, T, W & F: 8 to 5 p.m.
Thursday: 8 to 6 p.m.

Village of Olympia Fields

The Olympia Fields Conference Center

Rental Application



Olympia Fields
Conference Center
20701 Governors Highway
Olympia Fields, IL 60461

Usage Information

Maximum Capacity: 75 People

Payment: All fees must be paid to secure the date. Reservations must be made seven days in advance.

Cancellation: Cancellation of any application must be received by the Village seven days prior to the scheduled date. Failure to give seven days notice of cancellation will result in forfeit of deposit and possible denial of future permits.

Smoking: Smoking is not allowed at any Village facility.

Alcohol: Alcoholic beverages may not be served, consumed or brought onto Village property.

Setup: The Village will provide basic setup; any additional set up will be the responsibility of the individual renter.

Cleanup: All food, table coverings and decorations are to be removed prior to leaving the facility. Nothing may be attached to any walls, door or ceiling without advance approval. All groups or individuals will be responsible for their general cleanup.

Rental Application

Function Information:

Event Date _____ Time of Event (Start & End Times) _____ Number of Expected Guests _____ Today's Date _____

Purpose of Event _____

All fees must be paid at the time of reservation. Reservations must be made seven days in advance. Cancellation of any application must be received in writing by the Village seven days prior to the scheduled date. Failure to give seven days notice of cancellation will result in forfeit of deposit and possible denial of future permits. All approved events will be posted on the Reservation Calendar posted in the lobby of the Conference Center.

All Children under the age of 18 must be accompanied by an adult at all times.

Contact Information:

Name _____ Name _____

Address _____ Address _____

City, State, and Zip Code _____ City, State, and Zip Code _____

Phone Number _____ Phone Number _____

Cell Number _____ Cell Number _____

Two contacts must be listed. One contact must be present at the Event.

******* TO BE COMPLETED BY THE VILLAGE *******

Event Approved By _____ Date Deposit Processed _____