

Facility Room Rental

- Limited Kitchen Facilities (Vogelei Only)
- Free Tables & Chairs
- Set-up & Take-Down
- No Alcoholic Beverages

All rentals require a security deposit equal to 50% of the total rental fee due at the time of the request. Deposit refund will only be given if reservation is cancelled at least 2 weeks before the rental (30 day notice required to cancel after hours rentals).

All rentals over 100 people or rentals after hours require an additional \$250 damage deposit.

For room availability please call:

Triphahn Community Center & Ice Arena (847) 885-7500
Willow Recreation Center (847) 285-5440
Vogelei Barn (847) 285-5440

To finalize room rentals, please be sure you complete the following steps:

- Complete and sign the rental form, being sure to indicate the exact day of the week and date you are requesting.
- Return the signed and dated contract to the facility where you are renting a room.
- Attach the 50% security deposit in the form of a check or credit card only.

Upon receiving your rental request, we will contact you to confirm your reservation and finalize details.

Rental Fees (per hour)

	Willow	Triphahn	WRC/TC
Small Meeting Rooms: (20 – 25 people)	1	110	\$35/\$40
Large Meeting Rooms: (40-45 people)	N/A	Game Rm	N/A/\$55
Board Room: (45 people)	Meeting Rm.	Board Rm	\$50/\$55
Dance / Aerobic Room:	•	•	\$40/\$55
Mini Gym: (Up to 200 people) Food Permitted	Mini	N/A	\$70/N/A
½ Gymnasium: (100-150) No Food Permitted	½ gym	½ gym	\$45/\$45
Full Gymnasium: (up to 250 people) No Food Permitted	Full	Full	\$80/\$80
Vogelei Barn: (up to 135 people) Food Permitted	N/A	N/A	\$90

- **NO FOOD CAN BE SERVED IN THE MAIN GYMS**
- Additional fee of \$25 per hour after hours.
- ONLY Civic / community organizations receive a 50% discount and will need to produce verification.
- This discount does not apply to gymnasium or after hours fees.
- There is a \$25 fee for Non Residents

Triphahn Community Center and Ice Arena
1685 W. Higgins Road
Hoffman Estates, IL 60169
(847)885-7500

Willow Recreation Center
3600 Lexington Drive
Hoffman Estates, IL 60192
(847)285-5440