

ORLAND PARK CIVIC CENTER

December 22, 2014

Village Board of Trustees
Village Manager
Finance Committee

Dear Sir or Madam:

The Civic Center Authority Board held a special meeting on December 16th, 2014 to discuss pricing, usage, policy and procedures for the requested Audio Visual upgrades at the Civic Center.

After reviewing information from various facilities including the Tinley Park Convention Center, Elements at the Homewood Suites, Regus and the Orland Chateau the board came to a consensus on AV pricing.

The Board recommends the following charges:

Microphone & Podium	Annex or Exhibition Room		\$30.00
Portable Screen	Annex or Exhibition Room		\$60.00
Microphone & Podium	Annex or Exhibition Room		\$90.00
Microphone, Screen & AV Projector Package	Annex or Exhibition Room		\$150.00

The Civic Center Board also discussed the larger Exhibition Room rates with 4 monitors and an AV Package:

Exhibition Room

Exhibition Room Package AV, Microphone & Screen			\$150.00
Package with 2 Monitors			+\$100.00
Package with 4 Monitors			+\$200.00
4 Monitors no Screen			\$350.00

The Civic Center Board firmly believes that the Audio Visual components will increase usage and demand. The Civic Center Board estimates the minimum return on investment would be \$300.00 per week. \$15,000 yr. The Civic Center Board believes it can truly recoup the cost of the entire expenditure within 18 months.

In addition a new marketing plan has been submitted to the Village Board. The Civic Center General Manager has been booking a lot of new business, increasing revenue by adding coffee & water service and working with local business's who offer catering and other amenities that customers demand.

Denis Ryan,

Chairman of The Civic Center Authority Board