Butterfield PARK DISTRICT

21w730 Butterfield Rd Lombard, IL 60148 630-858-2229 FAX 630-858-2234

**Permit #** _____

# PAVILION RENTAL AGREEMENT

Name: _____ Group Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (1): _____Phone (2): _____ Email: _____

## FEES ($100 security deposit required):

☐ **Glen Briar Pavilion**
- ☐ Resident: $80
- ☐ Non-resident: $100

☐ **Kensington Park Pavilion**
- ☐ Resident: $80
- ☐ Non-resident: $100

☐ **Hoffman Park Pavilion**
- ☐ Resident: $80
- ☐ Non-resident: $100

## Picnic Fun Packs ($50 security deposit required):

☐ **Cornhole Bags**
- ☐ One Set
- ☐ Two Sets

☐ **Bocce Ball**

☐ **Horseshoes**

☐ **Ping Pong** ***Hoffman Park Only***

☐ **Sports Package** ***Hoffman Park Only***

Rental Date: _____ Start Time: _____ End Time: _____ # of Guests: _____

**(maximum 75 guests)**

**NOTE:** The pool will be open to the public during regular pool hours. This may impact your event in the area of parking, park congestion, and noise level. Your guests are welcome to utilize the pool if they so choose by paying the reduced rate of $5 per person at the pool desk. Wristbands can be pre-purchased prior to rental. Guests may enter and exit as needed with a wristband. **Will your guests be using the pool?** YES ☐ NO ☐

## RENTAL CONDITIONS:

*Renter hereby agrees to read, understand and adhere to all rental conditions. If any rental conditions are not adhered to the Butterfield Park District has the authority to withhold the security deposit or cancel the event at our discretion:*

1. Rental Agreements must be completed in full and signed by an adult (21 years or older) who assumes responsibility for the group and **MUST BE PRESENT DURING THE ENTIRE DURATION OF THE RENTAL.**
2. All rentals need to be reserved at least two weeks prior to the rental date. **Note:** Rentals are processed on a first-come, first-served basis.
3. Rental area will be left as clean as it was prior to the rental. Deposit will be retained for excessive clean-up cost.
4. No other facilities or property will be used other than that which is agreed upon in writing and paid for in advance.
5. **NO SMOKING OF ANY KIND, VAPING OR CHEWING TOBACCO** is allowed on or inside of any Park District property.
6. **NO ALCOHOL** shall be brought into or consumed on any Park District property. If this is violated, the rental will immediately cease, area will be cleaned, and property vacated. Sheriff's office will be called to assist if needed.
7. Renter agrees to pay for any damages to Park District property that occurs by guests.
8. Renter is responsible for any of the guests' actions.
9. Renter will arrive to set up no earlier than a half hour before the time stated and leave premises no later than the ending time stated.
10. **FEES MUST BE PAID IN FULL AT THE TIME OF RESERVATION.** No rentals will be reserved until payment is made.

_____ _____

Renter Date

Office Personnel Date

**STAFF:**

Deposit: _____ Date Paid: _____

($100 security deposit required)

Refunded: _____

Rental Fee: _____ Date Paid: _____

| **Total Fees** | $ |
|---|---|

CASH ☐ CHECK ☐ VISA ☐ MASTERCARD ☐ DISCOVER ☐

CARD #__ _____

EXP DATE _____

V-CODE (last 3 digits on back) _____

SIGNATURE _____