

# BLOOMINGDALE PARK DISTRICT

## Old Town Pavilion Rental Application

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Organization Name (if one): \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

Type of Use: \_\_\_\_\_ Number of People: \_\_\_\_\_

### **Old Town Pavilion Fees & Charges:**

Security Deposit (Required): \$250.00 Amount: \$ \_\_\_\_\_

**Rental Rates:** Resident: \_\_\_\_\_ \$75.00 for 3 hours (3 Hour Min.) Amount: \$ \_\_\_\_\_

Non-Resident: \_\_\_\_\_ \$100.00 for 3 hours (3 Hour Min.) Amount: \$ \_\_\_\_\_

Museum Washrooms/Space: \_\_\_\_\_ \$75.00 for 3 hours (3 Hour Min.) Amount: \$ \_\_\_\_\_

Electrical Hookup (120V): \$10.00/Rental Amount: \$ \_\_\_\_\_

Additional Rental Beyond 3 Hours: \_\_\_\_\_ hours @ \$30.00 per hour Amount: \$ \_\_\_\_\_

**Total Balance Due for Rental at time of application:** Amount: \$ \_\_\_\_\_

Please indicate any equipment/supplies and quantities that will be brought on site by renter or by individuals on the renter's behalf:

\_\_\_\_\_

I have read and understand the facility usage stipulations and agree that our group will follow them. I will inform and explain the stipulations to all the guests and participants. I also understand that the Bloomingdale Park District and its employees will be held harmless for claims resulting from our use.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Office Use Only**

Method of Payment: Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Receipt # \_\_\_\_\_

Visa/MC #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Facilities Coordinator: \_\_\_\_\_

Superintendent of Parks: \_\_\_\_\_

## Old Town Park Pavilion Stipulations

The Bloomingdale Park District is the sole owner and operator of the Old Town Pavilion. No third party may rent, represent the rental opportunities or collect fees for the use of either facility. The Old Town Pavilion or adjacent parks shall not be used by any individuals or organizations in which profit is to be gained, except as permitted by the Park District.

### Reservations:

1. The Old Town Park Pavilion is open to the public and intended for public use. No use will be deemed exclusive without proper paperwork and fees submitted to the Park District.
2. All rental applications will be processed on a first come, first served basis. All fees and security deposits must be paid with the submittal of the rental application. A rental will only be confirmed when a rental application is filed and all fees and security deposits are paid.
3. Confirmed rental reservations for the Old Town Pavilion must be made a minimum of 14 day prior to the rental date request. Rental reservations will be accepted up to a maximum of one year in advance.
4. The Park District reserves the right to cancel or block out dates of availability for any Park District programs or sponsored events. Any cancellations on the Park District's behalf will result in a full refund to the renter.
5. Special use requests may be made to the Park District in writing on the application. Special use includes use of tents, music, etc. The Park District has the right to approve or deny any special use requests at the Park District's sole discretion. Any approved special use will be subject to additional fees and/or increased security deposit.

### Cancellations:

1. Any cancellations by the renter after confirmation but within 10 days of the scheduled event will result in the loss of rental fees, however the security deposit will be returned. Any cancellations made less than 10 days before the scheduled event will result in the loss of the security deposit. Cancellations include decisions made on renter's behalf and inclement weather.

### Security Deposit:

1. Each group or individual making a rental application is financially responsible for the condition of the facility, and any damages will result in a complete or partial forfeiture of the security deposit, as well as, be responsibility for any further damages over \$250.00.
2. The renter will be responsible to clean and police the facility and adjacent grounds, removing all refuse, litter, decorations or other items related to the rental that have accumulated as a result of the use. Failure to do so will result in a complete or partial forfeiture of the security deposit.

### Facility Use:

1. It is understood that the renter and their guests will comply with all rules, stipulations, regulations and ordinances of the State of Illinois, the Village of Bloomingdale and the Bloomingdale Park District with use of each facility.
2. Village of Bloomingdale and Park District ordinances prohibit the serving or use of alcoholic beverages, and are subject to arrest by the Village of Bloomingdale Police Department.
3. No decorations or other items may be affixed to any part of any facility or park amenities. This includes tape, nails, hooks or other types of fasteners. Use of any fasteners will automatically result in the forfeiture of the security deposit.
4. The dispensing and/or throwing of rice, birdseed, flowers or launching of balloons is prohibited. Renters may use bubbles in lieu of other traditional activities.
5. Park District ordinance prohibits any unauthorized vehicles in the parks at any time and are subject to a \$250.00 fine plus responsibility for costs of any damage incurred.

### Hours:

The rental agreement allows use of the requested facility during hours stated on the application. Set up and clean up time must be included in the hours listed on the application.

### Washroom:

No washrooms are available at the Old Town Pavilion or in the park. Washroom can be made available at the Bloomingdale Park District Museum directly across the street, at a rate of \$75.00 for 3 hours, at a 3 hour minimum, and \$30.00 per hour each hour beyond 3 hours.

### Electrical:

Electrical is available for the Old Town Pavilion, however request must be made to the Park District in writing on the application and the fee paid. Power source is 20 amp 120V.

All individuals and organizations renting or using Bloomingdale Park District's parks and/or facilities shall hold the Bloomingdale Park District harmless for any action or suit by any individual or individuals injured or occasioned by use of any Bloomingdale Park District parks and/or facilities, or by any other individual or organization. Any deviation, violation or interpretation by the Park District of any breach of the stipulations described in this document will result in the complete or partial forfeiture of the security deposit. If the breach at the Old Town Pavilion results in costs absorbed by the Park District over the \$250.00 security deposit, the Park District will collect these absorbed costs from the renter.