



Work Request #

For small group rentals only (100 people or less)

Bloomingdale Park District Resident	Y	N
Non-Resident	Y	N
Non-Profit	Y	N

Today's Date _____ Requested Rental Date _____
 Renter/Organization _____ Contact Person _____
 Address _____ City, State, Zip _____
 Contact Number _____ Email _____
 Estimated Attendance _____ Type of Event _____
 Briefly describe the activity _____

RENTAL TIME: Setup Start _____ Event Take Down Ends _____
 (Please be sure to include set up and take down in rental time.)

Pavilion/Shelters Facility must be left in the same condition as it was found.
 If damage cost exceeds the deposit, all costs will be incurred by renter.

Deposit +	Resident or	Non-Resident =	Totals:
\$100	\$50/for 1st 4hrs	\$70/for 1st 4hr	\$
\$10.00 dollars per each additional hour; # of hrs _____			\$
\$30.00 dollars additional to use the Springfield Washroom			\$
\$25.00 dollars additional to use the Springfield Firepit			\$
\$10.00 dollar additional charge for Electric hook -up			\$
\$10.00 dollars for each additional picnic table			\$
\$10.00 dollars additional for Hot Coal Can			\$
Grand Total:			\$

Springfield Park Picnic Shelter

Deposit +	Resident or	Non-Resident =	Totals:
\$250	\$50/ for 1st 4hrs	\$70/for 1st 4hrs	\$
\$10.00 dollars per each additional hour; # of hrs _____			\$
Museum Washroom/Space \$25.00 per hour; # of hrs _____			\$
Electric Hook-up (120V) \$10.00 per rental			\$
Grand Total:			\$

Old Town Park Pavilion

* We **DO NOT** rent chairs, sound systems, or speakers

Deposit +	Resident or	Non-Resident =	Totals:
\$100	\$50/for 1st 4hrs	\$70/for 1st 4hr	\$
\$10.00 dollars per each additional hour; # of hrs _____			\$
\$30.00 dollars additional to use the Homola Washrooms			\$
\$10.00 dollars additional for Electric Hook-up			\$
\$10.00 dollars for each additional picnic table			\$
\$10.00 dollars additional for Hot Coal Can			\$
Grand Total:			\$

Homola Picnic Shelter (Circle Park)

Total balance due for rental at time of application \$ _____

The Park District is not responsible for providing equipment/services not requested or approved.

Renter's Signature _____ Date _____

Method of Payment: Cash \$ _____ / Check # _____
Visa / MC /Discover _____ - _____ - _____ Exp.Date _____
3- digit Authorization code _____ Authorized Signature: _____

Authorized Parks Department Signature _____
Date _____ Posted in Rec Trac _____
Rent Paid \$ _____ Deposit Paid \$ _____ Date _____
Approved By _____ Reservation # _____
In house use: Bathroom Key Returned: Y N Refund Issued: Y N Date: _____

NO RESERVATION IS COMPLETE OR BINDING UNTIL FULL FEE INCLUDING DEPOSIT IS PAID AND APPLICATION IS SIGNED ABOVE.
 FULL PAYMENT IS DUE AT THE TIME OF THE FACILITY RESERVATION.

Bloomingtondale Park District Picnic Shelters Stipulations

The Bloomingtondale Park District is the sole owner and operator of the Park Picnic Shelters. No third party may rent, represent the rental opportunities or collect fees for the use of either facility. The Park Picnic Shelters 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:

- The Park Picnic Shelters are 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.
- 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 rental application. A rental will only be confirmed when a rental application is filed and all fees and security deposits are paid.
- Confirmed rental reservations for the Park Picnic Shelters must be made 48 hours prior to the rental request. Rental reservations will be accepted up to a maximum of one year in advance.
- 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.
- 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:

- Any cancellations by the renter after confirmation will result in the loss of rental fees, however the security deposit will be returned. Cancellations include decisions made on renter's behalf and inclement weather.

Facility Use:

- 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 Bloomingtondale and the Bloomingtondale Park District with use of each facility.
- **Village of Bloomingtondale and Park District ordinances prohibit the serving or use of alcoholic beverages, and are subject to arrest by the Village of Bloomingtondale Police Department.**
- 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.
- 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.
- 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.
- It is our pleasure to provide to you; clean, beautiful, safe parkland for you and your families to enjoy. To do so we ask you observe a few simple rules. Please respect the parks, they are yours to use and enjoy, but please help us keep them clean. Throw your garbage in the provided receptacles. If others have forgotten to throw their garbage away please lend a helping hand and throw it away as well. Please report vandalism or other illegal behavior to the police and our staff as soon as possible. Also, in order to maintain a place, out of harm's way, where we can all feel safe to let our children run and play without worry there are **no vehicles allowed in the parks**. If there is a situation in which supplies are needed in an area please use carts, dollies, or whatever means necessary to avoid driving a vehicle into this "safe zone". If assistance is needed please call the maintenance department **in advance** and we will try to accommodate your needs. We know you tell your kids not to play in the street, please don't drive in their park.

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:

- If applicable washroom keys must be returned within 48 hours after completion of your rental, or risk the forfeiture of your deposit.

Electrical:

- Electricity is available at the Springfield Park Picnic Shelters.

All individuals and organizations renting or using Bloomingtondale Park District's parks and/or facilities shall hold the Bloomingtondale Park District harmless for any action or suit by any individual or individuals injured or occasioned by use of any Bloomingtondale 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 Park Picnic Shelters results in costs absorbed by the Park District of any kind, the Park District will collect these absorbed costs from the renter.

I shall indemnify and hold harmless the Bloomingtondale Park District from any and all claims, demands, actions or suits arising out of or in connection with rental. I certify that the information provided in this contract is correct to the best of my knowledge and I further understand that if any information is found to be false I may forfeit my fee and/or deposit. I, as the authorized renter, have read, understand and accept all of the information stated on the front and back of this contract, in its entirety, and agree to abide by it.

Signature: _____ Date: _____