



Permit # _____

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

PAVILION RENTAL AGREEMENT

Name: _____ Group Name: _____

Address: _____

City: _____ State: _____ Zip: _____

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

FEES (\$100 security deposit required):

- Glen Briar Pavilion Kensington Park Pavilion Hoffman Park Pavilion
- Resident: \$80 Resident: \$80 Resident: \$80
- Non-resident: \$100 Non-resident: \$100 Non-resident: \$100

Picnic Fun Packs (\$50 security deposit required per item requested):

- Cornhole Bags Bocce Ball Horseshoes Ping Pong Sports Package
- One Set Two Sets *Hoffman Park Only* *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:

- Rental Agreements must be completed in full and signed by an adult (21 years or older) who assumes responsibility for the group, agrees to pay for any damages to Park District property that occurs by guests, is responsible for any of the guests' actions and **MUST BE PRESENT DURING THE ENTIRE DURATION OF THE RENTAL.** Initials _____
- 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. Initials _____
- Rental area will be left as clean as it was prior to the rental. Deposit will be retained for excessive clean-up cost. Initials _____
- No other facilities or property will be used other than that which is agreed upon in writing and paid for in advance. Initials _____
- NO SMOKING OF ANY KIND, VAPING OR CHEWING TOBACCO** is allowed on or inside of any Park District property. Initials _____
- 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. Initials _____
- Depending upon nature of the activity, individuals/groups may be required to submit certificate of insurance with the Butterfield Park District named as additionally insured for not less than \$1,000,000 per occurrence. Initials _____
- 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. Initials _____
- FEES MUST BE PAID IN FULL AT THE TIME OF RESERVATION.** Rentals will be reserved when payment is made. Initials _____

Renter Date

Office Personnel Date

STAFF:

Deposit: _____ Date Paid: _____
(\$100 security deposit required)

Refunded: _____

Rental Fee: _____ Date Paid: _____

Total Fees	\$
CASH <input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/>	
CARD # _____	
EXP DATE _____	
V-CODE (last 3 digits on back) _____	
SIGNATURE _____	