



21W730 Butterfield Rd Lombard, IL 60148 630-858-2229 FAX 630-858-2234

PAVILION RENTAL AGREEMENT

Name: \_\_\_\_\_ Group Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

FEES (\$100 Security Deposit Required and Minimum of 4 Hours):

- Radio button options for Glen Briar Pavilion, Montgomery Park Pavilion, Hoffman Park Pavilion, Resident rates, and NR rates.

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

- Radio button options for Cornhole Bags, Bocce Ball, Sports Package, and Ping Pong.

Rental Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ # of Guests \_\_\_\_\_

(maximum 50 guests)

The pool will be open to the public during regular pool hours. This may impact your event in parking, park congestion, and noise level. Your guests are welcome to utilize the pool if they 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 O NO O

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... 2 All rentals need to be reserved at least two weeks prior to the rental date... 3 The rental area will be left as clean as it was prior to the rental... 4 No other facilities or property will be used other than that which is agreed upon in writing... 5 No smoking of any kind, vaping, or chewing tobacco is allowed on park district property... 6 NO ALCOHOL shall be brought into or consumed on any Park District property... 7 Depending on the nature of the activity, individuals/groups may be required to submit a certificate of insurance... 8 The renter will arrive to set up no earlier than a half hour before the start time... 9 The rental fee and security deposit must be paid in full at time of reservation.

Payment & signature information on back side

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Personnel

\_\_\_\_\_  
Date

CASH  CHECK  VISA  MASTERCARD  DISCOVER

Total fees \_\_\_\_\_

CARD  
\_\_\_\_\_

EXP DATE \_\_\_\_\_

V-CODE (last 3 digits on back) \_\_\_\_\_

SIGNATURE  
\_\_\_\_\_

**STAFF:**

Deposit: \_\_\_\_\_

Date paid: \_\_\_\_\_

\$100 security deposit required

Date refunded: \_\_\_\_\_

Rental fee: \_\_\_\_\_

Date paid: \_\_\_\_\_

