



# MANHATTAN PARK DISTRICT

## FACILITY RENTAL APPLICATION/AGREEMENT

For full-service Birthday Parties, please contact our office at  
815-478-3324.

### APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization \_\_\_\_\_ Cell # Day of Event (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Applicant/Organization Address \_\_\_\_\_ Applicant's DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ E-mail Address \_\_\_\_\_

Date Requested \_\_\_\_\_ Entry Time \_\_\_\_\_  AM  PM Departure Time \_\_\_\_\_  AM  PM

(Please Include set-up and take down time)

Additional Date(s) Requested Including Setup/TakeDown \_\_\_\_\_

Type of Event/Rental \_\_\_\_\_

Number of Guests :  0-50  50-75  75-100  Over 100  Resident  Non-resident

### FACILITY/ROOM REQUESTED

#### Hansen Community Center

Villa  ~~Villa Meeting Room~~  Market

#### Central Park Pavilions

South Pavilion  Central Pavilion  North Pavilion & Room  Softball Field  Rugby Field

#### Baker-Koren Round Barn Farm Park

Baker Pavilion (Main)  Oak Grove Pavilion  Koren Pavilion (Water Front)  Gazebo  Softball Field

Neighborhood Parks within Subdivisions: Name of Subdivision \_\_\_\_\_

### APPLICANT/ORGANIZATION WILL BE PROVIDING THE FOLLOWING (SEE BACK FOR CERTIFICATE OF INSURANCE REQUIREMENTS)

Tents (Size of Tent \_\_\_\_\_ X \_\_\_\_\_)  Inflatable (# of \_\_\_\_\_)  Entertainers/Amplified Music (Type: \_\_\_\_\_)  
 Grill  Smoker  Trailer  Propane  Charcoal  Decorations (Type: \_\_\_\_\_)  
Alcohol  Food Vendors

### SPECIAL ARRANGEMENTS /ADDITIONAL RENTAL REQUESTS

Please see floor plan to complete room set-up. Tables & chairs are included with room rentals; picnic tables are included with pavilion rentals. Additional tables and chairs are available for pavilions for additional fee. Some special arrangements will incur extra charges.

Staff Charges # \_\_\_\_\_ Hours  
 Electrical (Type: \_\_\_\_\_)  Special Request (Type: \_\_\_\_\_)  
 Water  Additional Port-a-John # \_\_\_\_\_  Chairs (\$1.00 each) \_\_\_\_\_  
 Round Tables (\$5.00 each) #: \_\_\_\_\_  Rectangle Tables (\$5.00 each) #: \_\_\_\_\_  Linens \_\_\_\_\_



# MANHATTAN PARK DISTRICT FACILITY RENTAL APPLICATION/AGREEMENT

**ALL ITEMS BELOW MUST BE CHECKED OFF PRIOR TO THE COMPLETION OF THIS CONTRACT**

I understand all functions conducted in Manhattan Park District facilities must be in accordance with the Park District's standards and not in violation of any Park District regulations and or ordinances.

I have received and read the Manhattan Park District Facility Rental application/agreement and agree to abide by all facility rental regulations before, during, and after the event.

I understand that I must be 21 or over to be the responsible party for this rental and that I must be present for the duration of the event.

I understand that the Manhattan Park District reserves the right to approve or deny any rental request and to cancel or move any scheduled event without liability.

I understand that a \$500.00 security deposit is required at the time of rental reservation, which will be secured with a credit card on file.

I understand I shall forfeit this deposit if I fail to meet the conditions of the facility rental agreement.

I understand I must pay all rental fees in full at the time of reservation.

I understand that to receive a full refund, cancellations must be submitted in writing to the Park District by the person who signed the contract at least 15 business days before the event. Partial refunds will not be granted to cancellations made less than 5 business days before the event. The renter will be responsible for any vendor fees still owed.

I understand that I am responsible for proper control and supervision of all activities and for the conduct of all guests attending the event and that conduct breaches may result in financial penalties.

I understand that I must have Park District permission to serve alcohol and will be required to purchase insurance from PDRMA through the Manhattan Park District (please see page 6, item 3 for instructions).

I understand the cleanup duties that are required of me including returning the room/pavilion to the same condition in which it was found at the beginning of the event and that failure to meet these duties may forfeit the deposit.

I understand the Manhattan Park District supports a smoke-free environment prohibiting the use of tobacco products and e-cigarettes. The consumption of alcohol is prohibited in all Manhattan Park District facilities without approval and proper permitting. I will also follow all laws and ordinances of the State of Illinois, Will County, Village of Manhattan, Manhattan Township, Manhattan Police Department, and/or Will County Sheriff's Department (Baker-Koren Round Barn Farm).

I agree to abide by all terms and conditions outlined in the facility rental agreement and that failure to adhere to these regulations will incur financial penalties and possible legal action.

I understand that there is no driving of any type of vehicle anywhere other than the designated parking lots or graveled roads. Absolutely no motor vehicles of any kind are allowed on the grass areas or trails of any parks. Failure to comply may forfeit the deposit.

I certify that all information listed above is accurate and correct. I have read the facility rental agreement about the use of Manhattan Park District facilities and will 1). Be responsible for all injuries caused by such use, 2). Adhere to the rental hours agreed to in the signed contract and 3). Reimburse the Manhattan Park District for all loss or damage to Park District equipment/property caused by such use. In consideration of participation as specified at the location requested, for the date(s) and time(s) requested, I do hereby release and hold harmless the Manhattan Park District from any liability or claims for damage or injury to the person or property of the undersigned due to permittee's use of said facilities, because of any act or omission by the Manhattan Park District or any of its officers, agents or employees or the condition of its property.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICE USE ONLY**

RESERVATION # _____	CASH _____ CHECK # _____ CREDIT # _____
REQUEST DATE ____/____/____	ENTERED RECTRAC ____/____/____ BY _____
RENTAL FEES \$ _____	CERT. OF INSURANCE RECEIVED ____/____/____ # CERT. REQUIRED _____
ADDITIONAL FEES \$ _____	<input type="checkbox"/> TENTS <input type="checkbox"/> INFLATABLE <input type="checkbox"/> ALCOHOL <input type="checkbox"/> FOOD VENDOR <input type="checkbox"/> ENTERTAINMENT
<b>TOTAL DUE</b> \$ _____	AGREEMENT APPROVED BY: _____/_____
DEPOSIT PD. \$ _____	SITE VISIT—DATE: ____/____/____ TIME: _____ AM PM
<b>BALANCE DUE</b> \$ _____	SITE VISIT APPROVED BY: _____
	<b>COMMENTS:</b> _____

Please submit your completed application here



# MANHATTAN PARK DISTRICT

## FACILITY RENTAL APPLICATION/AGREEMENT

### **FACILITY INFORMATION / BASE RENTAL FEES**

Setup and cleanup is included in rental time.

All rental fees are due at the time of reservation including security deposit and room rental fee.

LOCATION	ROOM / FACILITY	CAPACITY	RESIDENT FEES	NON-RESIDENT FEE
<b>All inside room rentals are subject to an additional \$ 50.00 dis-infecting fee added to the facility fee listed</b>				
Hansen Community Center	The Villa	120	\$60/hr.	\$75/hr.
Hansen Community Center	Villa Meeting Room	15	\$30/hr.	\$45/hr.
Hansen Community Center	Market	80	\$45/hr.	\$60/hr.
<b>All inside room rentals are subject to an additional \$ 50.00 dis-infecting fee added to the facility fee listed</b>				
Central Park	South Pavilion (no electric available)	80	\$120/day	\$220/day
Central Park	Central Pavilion (electric available)	100	\$175/day	\$275/day
Central Park	North Pavilion & Room (electric available)	60	\$175/day	\$275/day
Central Park	Special Use "Entire Park"	100 or more	Based on request	Based on request
<b>All inside room rentals are subject to an additional \$ 50.00 dis-infecting fee added to the facility fee listed</b>				
Baker-Koren Round Barn Farm	Baker Pavilion (Main) (electric available)	100	\$250/day	\$350/day
Baker-Koren Round Barn Farm	Oak Grove Pavilion (no electric available)	60	\$150/day	\$250/day
Baker-Koren Round Barn Farm	Koren Pavilion (no electric available)	60	\$150/day	\$250/day
Baker-Koren Round Barn Farm	Gazebo (no electric available)	16	\$50/day	\$75/day
Baker-Koren Round Barn Farm	Special Use "Entire Park"	100 or more	Based on request	Based on request
<b>All inside room rentals are subject to an additional \$ 50.00 dis-infecting fee added to the facility fee listed</b>				
Hanover Estates Park	Main Pavilion (no electric)	50	\$125/day	\$225/day
Hanover Estates Park	Special Use "Entire Park"	100 or more	Based on Request	Based on Request

Reservation of a Manhattan Park District facility requires a completed, signed facility rental application. Rental is not confirmed until all rental fees are paid (this includes deposit and rental fees) and you receive a confirmation from the Manhattan Park District.



# MANHATTAN PARK DISTRICT

## FACILITY RENTAL APPLICATION/AGREEMENT

### MANHATTAN PARK DISTRICT RESERVES THE RIGHT

1. To approve or deny any request submitted for facility usage.
2. To cancel or relocate any scheduled activity due to Park District functions/programs.

### SECURITY DEPOSIT AND PAYMENT INFORMATION

A \$500.00 security deposit is required at the time of rental reservation, which will be secured with a credit card on file. Deposits will not be charged, provided there are no damages, contract breaches, or extra hourly charges and all conditions of the rental are met. Conditions which lead to withholding part or all of the deposit include, but are not limited to, the following:

1. Clean up is not completed as outline in the facility rental agreement and/or as instructed by Park District staff.
2. Use of the room exceeds scheduled rental time.
3. The number of persons attending the event exceeds the number of participants listed in the agreement.
4. Park District equipment and/or facility is damaged during rental period.
5. Additional staff time is required for special services or items not on prepaid facility charges but used by renter during rental period.
6. If damages exceed security deposit, renter is still responsible for the full cost of repairs.

### CANCELLATION / REFUND POLICY

Cancellations must be submitted in writing to the Park District by the person who signed the contract at least 15 business days prior to event in order to receive a full refund. Failure to do so will result in the forfeiture of 50% of the rental fee. Cancellation of a rental less than 5 business days prior to event will result in the complete forfeiture of the rental fee.

### OTHER CANCELLATIONS

Your rental may be cancelled by District staff to ensure the safety of our guests. Examples may include, but are not limited to inclement weather, maintenance issues or unsafe conditions. In the event we cancel your reservation, you may reserve another date/ time, if available, or receive a full refund. Every attempt will be made to reschedule, however due to other scheduling commitments, space may not be available.

### RESERVATION REQUEST DEADLINE AND/OR CHANGES TO AGREEMENT

Reservations must be made at least 10 business days in advanced. Full payment is due at the time of reservation. Applicants must be 21 or older. At the time of application, and before any final decision may be made by the Park District, each organization or individual must provide a completed rental agreement including full information concerning the type and purpose of the event being planned, as well as entry/departure times, number of guests, name of caterer and any and all additional rental needs (if applicable). Agreement will be binding once the renter receives a signed copy of the completed rental agreement along with a copy of the receipt of payment. The receipt and signed rental agreement will act as the permit for the use and must be with the renter at time of rental.

Changes to the application and/or agreement must be submitted in writing to the Park District by the person who signed the contract at least 5 business days prior to event to take effect. Additional fees may apply.

### AVAILABLE RENTAL HOURS

#### Hansen Community Center

Monday - Sunday 9 am - 10 pm as program schedules permit

#### Baker-Koren Round Barn Farm Park and Central Park Pavilion Rentals

Sunday—Saturday 10 am-Dusk

#### Central Park Room Rental (You will be issued a door code and instructions)

Monday—Friday 10 am-5 pm

Saturday 10 am -5 pm

Sunday 10 am-5 pm



# MANHATTAN PARK DISTRICT

## FACILITY RENTAL APPLICATION/AGREEMENT

### Hanover Estates Park

Sunday – Saturday 10am to Dusk

Unless otherwise approved by the Park District. \*All Parks close at dusk.

### ADDITIONAL INFORMATION

1. Renter must enter and vacate the facility at the time designated on the facility rental contract. Failure to vacate will result in a forfeiture of deposit and a service charge per hour (or any part thereof) equal to the room's prevailing rate.
2. Renters approved to serve alcohol must provide a Liquor Liability Insurance Certificate to the Park District 10 business days prior to rental. The certificate must be in the amount of \$1,000,000 and list the Manhattan Park District as additionally insured and a certificate holder. Please list the following information on the Certificate of Insurance:

Manhattan Park District  
397 S State St  
Manhattan, IL 60442

3. If renter needs to purchase one-time Liquor Liability coverage, they can purchase online at **EventHelper.com** or **Market Access**.
4. If alcohol is consumed without Park District's approval or proper documentation, the renter understands that this will result in a forfeiture of the deposit.
5. Renter understands that all Manhattan Park District facilities are under camera surveillance.



# Manhattan Park District

397 South State Street, Manhattan, Illinois 60442  
Phone: (815) 478-3324 Fax: (815) 478-3428

## Facility Rental Deposit Credit/Debit Card Authorization Form

Card Number: \_\_\_\_\_

CVS Number(three-digit on back of card): \_\_\_\_\_

Type of Card: Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ American Express \_\_\_\_\_ Discover \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address (a confirmation will be sent): \_\_\_\_\_

I hereby authorize the Manhattan Park District to charge the above-listed credit card for the rental fees for my facility rental at \_\_\_\_\_ (Facility Location) in the amount of \$ \_\_\_\_\_ which will be held on \_\_\_\_\_ (Date of rental). I also authorize the Manhattan Park District to charge the above-listed credit card for my security deposit in the amount of **\$ \$500.00** for the above-mentioned rental, if I have not met the conditions/policies outlined in my facility rental application/contract. I understand that I will receive an email confirmation receipt at the time the charge is processed.

Cardholders Signature: \_\_\_\_\_

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

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For Office Use Only

Request Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit your completed application here