



# MANHATTAN PARK DISTRICT

## FACILITY RENTAL APPLICATION/AGREEMENT

For full service Birthday Parties, please see party application forms.

### APPLICANT/ORGANIZATION INFORMATION

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

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

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

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Entry Time \_\_\_\_\_  AM  PM Departure Time \_\_\_\_\_  AM  PM  
(Please Include set-up and take down time)

Additional Date(s) Requested Including Setup/Take Down \_\_\_\_\_

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 \_\_\_\_\_

### 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
TOTAL DUE \$ _____	AGREEMENT APPROVED BY: _____/_____
DEPOSIT PD. \$ _____	SITE VISIT—DATE: ____/____/____ TIME: _____ AM PM
BALANCE DUE \$ _____	SITE VISIT APPROVED BY: _____
	COMMENTS: _____



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**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 to any and 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 \$100.00 security deposit is required at the time of rental reservation. A \$500.00 security deposit will be required for special events with more than 100 attendees, or when alcohol is provided. 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 cancellations must be submitted in writing to the Park District by the person who signed the contract at least 15 business days prior to the event in order to receive a full refund. Partial refunds will not be granted to cancellations made less than 5 business days before the event. 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 outside vendors such as mechanical rides, inflatables, or tents can only be used with Park District approval. Vendors must supply the Park District with a certificate of insurance listing the Manhattan Park District as additionally insured for the amount of \$1,000,000.
- 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.
- I understand in emergency situations I should call 911. For facility concerns, please call the Park District at **815.530.4243**.
- I agree to ensure all guests and vendors have departed by the designated end time and that failure to comply with timely departure will incur forfeiture of deposit.
- 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 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 the 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 set forth in the facility rental agreement and that failure to adhere to these regulations will incur financial penalties and possible legal action.

I certify that all information listed above is accurate and correct. I have read the facility rental agreement pertaining to 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 and all liability or claims for damage or injury to person or property of the undersigned due to permittee's use of said facility(ies), by reason 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# MANHATTAN PARK DISTRICT

## FACILITY RENTAL INFORMATION FORM

### 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
Hansen Community Center	The Villa	120	\$50/hr.	\$60/hr.
Hansen Community Center	Villa Meeting Room	15	\$25/hr.	\$35/hr.
Hansen Community Center	Market	80	\$35/hr.	\$45/hr.
Central Park	South Pavilion	80	\$120/day	\$220/day
Central Park	Central Pavilion	100	\$150/day	\$250/day
Central Park	North Pavilion & Room	60	\$150/day	\$250/day
Central Park	Special Use "Entire Park"	100 or more	Based on request	Based on request
Baker-Koren Round Barn Farm	Baker Pavilion (Main)	100	\$250/day	\$350/day
Baker-Koren Round Barn Farm	Oak Grove Pavilion	60	\$150/day	\$250/day
Baker-Koren Round Barn Farm	Koren Pavilion	60	\$150/day	\$250/day
Baker-Koren Round Barn Farm	Gazebo	16	\$50/day	\$75/day
Baker-Koren Round Barn Farm	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 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 \$100.00 security deposit is required at the time of rental reservation. A \$500.00 security deposit will be required for special events with more than 100 attendees, or when alcohol is provided. Deposits will be refunded in full, 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.



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### 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.

### CHANGES TO AGREEMENT

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 class schedule permits

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

Sunday—Saturday 10 am-Dusk

#### Central Park Room Rental (Memorial Day-September)

Monday—Friday 10 am-5pm

Saturday 1-5 pm

Sunday 10 am-5 pm

Note: Renter will be notified 1 week prior to rental date if extended hours become available for the Central Park Room.

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. Please notify the Park District by texting **815.530.4243** or **815.592.4924** when vacating facility rooms prior to scheduled event end time.
2. Renters approved to serve alcohol must provide a Liquor Liability Insurance Certificate to the Park District 5 business days prior to rental. The certificate must 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](http://EventHelper.com) or [Market Access](http://Market Access).