



98 E. Third Street, Manteno IL 60950
 Phone: 815-929-4800
 Fax: 815-468-8240

Event Activity Questions

Is this event open to the public? Yes No
 Will vendors or caterers be at this event? Yes No
 Outside of rental space, will you be using other parts of the park for organized activities? Yes No

Park Event Rental Application

Name: _____ Organization name (if applicable): _____
 Physical address _____
 Home phone (____) _____ Cell phone (____) _____ Work/Other phone(____) _____ ext _____
 Email address _____ Fax number (____) _____
 Date(s) requested _____ Start time _____ End time _____ Total hours _____
 Activity description _____ Expected attendance _____

Planning meeting required with organization event coordinator and Village of Manteno.

Park Amenity Usage Request		
Eddie Reed Park	<i>(check all that apply)</i>	Request Description
Basketball court		
Sand volleyball courts (2 available)		
Grass space		
Heritage Park	<i>(check all that apply)</i>	Request Description
Baseball/softball diamond 6		
Baseball/softball diamond 7		
Baseball/softball diamond 8		
Baseball/softball diamond 9		
Baseball/softball diamond 10		
Grass space		
Legacy Park	<i>(check all that apply)</i>	Request Description
Baseball/softball diamond		
Burke Amphitheater		
Football/soccer field		
Horseshoe pits (2 available)		
Skating rink (ice or roller hockey)		
Tennis courts (2 available)		
Walking path		
Grass space		
Event Fee		
Fee detail	Fees	Total Fee
Includes two hour service of Public Works Department limited to trash can & bathroom maintenance only.	\$100 per day (resident) \$200 per day (non-resident)	
<i>Deposit (refunded after rental provided all rules are followed)</i>		\$200 cash
Pavilion Fee		
Rental Facility	Fees	Total Fee
Eddie Reed Park Pavilion <i>Max seating capacity at provided picnic tables is 42.</i>	\$50 per day (resident) \$75 per day (non-resident)	
Heritage Park Pavilion <i>Max seating capacity at provided picnic tables is 48.</i>	\$50 per day (resident) \$75 per day (non-resident)	
Legacy Park Pavilion <i>Max seating capacity at provided picnic tables is 6.</i>	\$35 per day (resident) \$50 per day (non-resident)	
<i>Deposit (refunded after rental provided all rules are followed)</i>		\$100 cash
Total fees due including event fee, pavilion fee and deposit(s)		

Acknowledgement of Rules

As applicant, I acknowledge and understand that my reservation must comply with the requirements listed and described below. Applicant also understands that the Village of Manteno has the right to hold the amount of the deposit due to persons attending the event not abiding by the expectations listed below. Please review the following:

- Receipt of the reservation must be carried by the applicant during the reserved time;
- Reservations are issued only for an assigned area of park. Public is still welcomed to use other areas of park.
- No alcohol allowed in any village parks;
- No smoking allowed within fifty feet of any playground areas;
- No motor vehicles allowed beyond parking lot;
- No littering. Please dispose of all event garbage in provided dumpster.
- Marking on trails, concrete or other surfaces is prohibited. Signs/cones may be used provided they are removed at the conclusion of the rental;
- Signs and balloons can be placed at the entrance to the park provided they are removed at the conclusion of the rental;
- Picnic tables must remain under the Gazebo or Pavilion.
- Grilling is allowed in the park, but not near or under any permanent structures or trees.
Gas grills only. No charcoal grills are allowed.
- Sound equipment, D.J.'s, bounce houses and bands are allowed only with written approval from the Village of Manteno.
- Use of nails, tacks or any hanging device that may damage walls, railings or ceilings are prohibited.
- Any pre-existing vandalism or damage to a pavilion or gazebo must be reported to the Manteno Police Department upon arrival in order to avoid financial responsibility for the same;
- Refunds or credits will not be issued due to weather. Only deposit will be refunded.
- Refunds for cancellations will be honored provided that applicant cancels 7 days prior to event.
- Refunds may be returned 2-3 weeks after rental provided there are no damages or additional fees.
- As applicant, I am responsible for any vandalism or damage to a pavilion or gazebo that occurs during the reserved time;
- As applicant, I shall ensure the pavilion or gazebo and the surrounding area, are clean, free of litter and returned to the state that existed before my use.
- Applicant understands that the Village of Manteno is not responsible for unforeseen circumstances and has agreed to indemnify the Village of Manteno for any accidents or injuries occurring.
- Applicant understands that the Village of Manteno has the right to hold the amount of the deposit due to persons attending the event not abiding by the rules listed above.

Applications can be denied for the following reason(s):

- The pavilion or gazebo has been previously reserved;
- The applicant is not a resident of the Village of Manteno or Manteno Township;
- The applicant does not pay the applicable charge;
- The applicant does not sign an acknowledgement of rules governing the use of reserved pavilions or gazebos;
- The applicant, or immediate family, has reserved a pavilion or gazebo in the past and failed to abide by the rules established for its use;
- The pavilion is identified by the Village Administrator as not being available for reservations on date and time identified due to special events.

Event Hold Harmless Agreement

- The organization will require a hold harmless waiver be signed by all participants or guardian, should the participant be under 18 years of age, releasing the Village of Manteno and Manteno Township from all claims, loss, damage, injury, costs (including court costs and attorney's fees), charges, liability or exposure, however caused or however they occur, resulting from, arising out of, or in any way connected with the use.



Proof of Insurance

Any applicant hosting an organized event is required to provide certificate of insurance showing General Liability Insurance is in effect with coverage and limits equal to \$1,000,000 per occurrence and \$2,000,000 aggregate.

For events held at Heritage Park or Eddie Reed Park:

- Please list **Village of Manteno** as an additional insured.
- Heritage Park
500 W. Cook Street
Manteno, IL 60950
- Eddie Reed
655 Hesburg
Manteno, IL 60950

For events held at Legacy Park:

- Please list **Village of Manteno** as an additional insured.
- Please list **Manteno Township** as an additional insured.
- Legacy Park
1725 N. Maple Street
Manteno, IL 60950

Please note: Illinois state law requires anyone planning an outdoor project or activity that requires digging or staking, regardless of the depth or size of the outdoor project, should call **Joint Utility Locating Information for Excavators, or JULIE**, at 1-800-892-0123. Please allow 5 working days for completion. This is a free service.

Neither the Village of Manteno nor Manteno Township will be liable.

Applicant Signature: _____

Date: _____

Employee Signature: _____

Date: _____

FOR OFFICE USE ONLY

Application is: Approved Denied Reason for denial: _____

Fee paid: _____ Deposit paid: _____ Proof of Insurance submitted: _____ Signed Application/Acknowledgement of Rules: _____

Approved by: _____ Date: _____

Deposit refunded: _____