



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

Fax: 815-468-8240

Community Park Rental Agreement

For Manteno residents only

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 _____

Special set up requests due 5 business days prior to rental date.

Park Pavilion Rental

Reservations of these facilities will only be granted to Manteno residents.

Rental Facility	Fees	Total Fee
Belcher Park Pavilion <i>Max seating capacity at provided picnic tables is 36.</i>	\$35 per day (for residents only)	
Eddie Reed Park Pavilion <i>Max seating capacity at provided picnic tables is 42.</i>	\$50 per day (for residents only)	
Heritage Park Pavilion <i>Max seating capacity at provided picnic tables is 48.</i>	\$50 per day (for residents only)	
Legacy Park Pavilion <i>Max seating capacity at provided picnic tables is 6.</i>	\$35 per day (for residents only)	
Main Street Gazebo <i>Max seating capacity at provided picnic tables is 18.</i>	\$25 per day (for residents only)	
Subtotal		
<i>Deposit (refunded after rental provided all rules are followed)</i>		\$100 cash
Total fees due including deposit		

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		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		



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.

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.

Applicant Signature: _____ Date: _____

Employee Signature: _____ Date: _____

FOR OFFICE USE ONLY

Application is: Approved Denied Reason for denial _____
Fee paid: _____ Deposit paid: _____ Signed Agreement/Acknowledgement of Rules: _____
Approved by: _____ Date: _____ Deposit refunded: _____