

**GODLEY PARK DISTRICT
PARK HALL/OUTDOOR FACILITY RENTAL APPLICATION**

Effective October 1, 2010

FEES

PARK HALL (Resident) \$55.00 fee and \$50.00 refundable damage deposit

PARK HALL (Non-resident) \$85.00 fee and \$50.00 refundable damage deposit

Rental fee payment is required at the time of reservation to insure date. Damage deposit is due two weeks prior to your event.

GAZEBO (Resident) \$50.00 fee and \$50.00 refundable damage deposit

GAZEBO (Non-resident) \$75.00 fee and \$50.00 refundable damage deposit

Rental fee payment is required at the time of reservation to insure date. Damage deposit is due two weeks prior to your event.

LARGE PAVILION (Resident) \$75.00 fee and \$100.00 refundable damage deposit

LARGE PAVILION (Non-resident) \$105.00 fee and \$100.00 refundable damage deposit

Rental fee payment is required at the time of reservation to insure date. Damage deposit is due two weeks prior to your event.

BALLFIELD \$30.00 fee per hour. (Additional hours available upon request. Fees vary)

Price for Park Hall, Gazebo or Large Pavilion is based on five (5) hours of usage time. Additional hourly fee is \$15.00 per hour. Building/facilities must be vacated by applicant by 11:00 p.m. on Friday & Saturday, and 9:00 p.m. on Sunday thru Thursday. Fee is based on rental without alcohol; dramshop insurance (\$75) and bartenders (\$16.50 per hr) are required to serve alcohol.

- Deposit may differ, based on number attending and the nature of the event.
- Additional equipment and services are available. Fees vary.
- All damage deposits will be refunded within ten (10) business days of the rental date, if the facility and equipment are clean and not damaged.

REQUIREMENTS

Fill out rental application for building/facility rental at least two (2) to four (4) weeks prior to requested date.

All balances must be paid and contracts signed two (2) weeks prior to your event.

Any sponsored activity, when required, shall present to the Godley Park District two (2) weeks in advance, copies of liability insurance covering the date of activity.

Alcoholic beverages are not allowed on Park District property without permit. To serve, sell or consume alcoholic beverages you **MUST** purchase dramshop insurance from the Park District. The Park District is able to offer the required liability dramshop insurance for a \$75.00 to a \$125.00 fee, based on the number attending the event. You must purchase your own alcohol and pre-mix the mixed drinks.

If you are selling food, you will need to obtain the necessary permits or licenses required by the Will County Health Department and additionally provide a refuse deposit in the amount of \$_____. Caterers must have the proper license and permits.

Assume responsibility for all persons attending your function when they enter Park grounds and facilities. This includes responsibility for any damage they may cause to the grounds or facilities. Applicant must be present at the scheduled function during the times specified on the application. Failure to remain at the Rec. Hall until ending time as specified on this application will result in forfeiture of your deposit.

INITIAL HERE _____

**MUST
INITIAL
HERE**

***Vacate the grounds or facilities at the designated times on your approved application. If you need additional time for setting up or cleaning, please state so on your application. We may not be able to accommodate last minute requests.**

THE GODLEY PARK DISTRICT RESERVES THE RIGHT TO SET FURTHER STIPULATIONS AND TO REVOKE ANY PERMIT ISSUED FOR ANY CAUSE AT ANY TIME IF IN IT'S JUDGMENT SUCH ACTION IS CONSIDERED NECESSARY AND IN THE BEST INTEREST OF THE GODLEY PARK DISTRICT.

PARK HALL/OUTDOOR FACILITY RENTAL APPLICATION FORM

Today's Date: _____

Applicants Name: _____ Organization: _____

Address: _____

Phone number (Home) _____ (Work) _____

Facility Requested: REC. HALL GAZEBO LARGE PAVILION BALL FIELD
OTHER _____

Date of Event: ____ / ____ / ____

Hours Need: From _____ to _____ * Number of People Attending _____

*If you need additional time for setting up or cleaning, please state so. We may not be able to accommodate last minute requests.

Description of Event: _____

Type of Entertainment: _____

Admission Charge? _____ Alcohol being served? _____

Name of authorized sponsors/individuals, if other than above _____

By signing, I understand that failure to remain at the Rec. Hall until ending time as I have specified on this application will result in forfeiture of my deposit.

Applicants Signature _____ Date _____

IT IS UNDERSTOOD that you will comply with the laws of the State of Illinois, the Village of Godley, and the Godley Park District governing the use of the Park facilities, grounds, buildings and equipment. IF INFORMATION GIVEN ABOVE IS FOUND TO BE FRAUDULENT IN ANY WAY, OR IF THE APPLICANT REFUSES OR FAILS TO COMPLY WITH THE REQUIREMENTS OF THIS APPLICATION, THE GODLEY PARK DISTRICT RESERVES THE RIGHT TO KEEP DEPOSITS WHETHER REFUNDABLE OR NON-REFUNDABLE. FORFEITURE OF THE DEPOSIT SHALL IN NO WAY LIMIT ANY OTHER REMEDIES AVAILABLE TO THE GODLEY PARK DISTRICT. YOU WILL BE HELD ACCOUNTABLE FOR YOUR INFORMATION AND ACTIONS. VIOLATION OF GODLEY PARK DISTRICT ORDINANCES ARE SUBJECT TO FINES AS SET FORTH BY THE GODLEY PARK DISTRICT, BOARD OF COMMISSIONERS.



FOR OFFICE USE ONLY

Date of Deposit ____/ ____ / ____ Damage Deposit Amount \$ _____

ACTION

Your application for ____/ ____ / ____ has been approved / disapproved.

Rental Fee \$ _____ +

Dramshop Ins. \$ _____ + RECREATION PROGRAM SUPERVISOR

Bartenders \$ _____ +

Other \$ _____ + DIRECTOR OF PARKS & RECREATION

Total Due \$ _____ =

BALANCE DUE \$ _____

Applicant Contacted ____/ ____ / ____

Employee Signature