



10 N. Water Street
South Elgin, IL 60177
(847) 622-0003
southelgin.com

Outdoor Facility Rental Reservation Form

Reservation must be made 10 days prior to rental date, any reservations made later will incur a \$25 fee.

Organization: _____

Contact Person: _____

Email Address: _____ DOB: _____

Address: _____

Phone: (Primary Number) _____

Event Date: _____ Time: _____

Circle Requested Park (See table on back)

Jim Hansen

Lion's

SEBA

Stowell Peddy

Purpose: _____ Group Size: _____

Deposit Required: \$100 (Check only)

Fees (Lions/Hansen/SP): \$75 R/\$125 NR SEBA Fees: \$125 R/\$175 NR Community Fees: \$25

REFUND POLICY:

Absolutely no refund will be given if a reservation is cancelled within 2 weeks of the date requested.

Office Use Only

Approved by _____ Posted in RecTrac Date _____

Receipt # _____ Deposit Paid \$ _____ Deposit Check # _____

Rental Paid in Full \$ _____ Deposit Refund Date _____

NO REFUND WILL BE GIVEN FOR INCLEMENT WEATHER!



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| Shelter | Picnic Tables | Grill | Electricity | Port a Potty/Flushable Toilets | Additional |
|-----------------|---------------|-------|-------------|--------------------------------|----------------------|
| Jim Hansen Park | 8 | No | Yes | PP | USB ports in shelter |
| Lions Park | 8 | No | Yes | PP | |
| SEBA Park | 8 | No | Yes | FT | |
| Stowell-Peddy | 4 | No | No | PP | |

Community Groups

Community Groups are local school/church/non-for-profit organizations that would like to rent the facility

CONDITIONS OF RENTAL:

- *No Alcohol is allowed in the parks.
- *Dogs must be on a leash at all times and cleaned up after.
- *Leasee is responsible for clean up of area rented.
- *Parks hours are dawn to dusk.
- *All charcoal fires must be contained in barbecue equipment and cinders should be removed from park by leasee.
- *Leasee is responsible for the good conduct/order of the group.
- *This permit must be in possession of the leasee and shown upon request to any Village of South Elgin employee.

This application, if approved, will serve as your permit for use of the property described above and must be on the person in charge at all times.

I have read the terms and conditions governing the use of Village property and agree to abide by them.

SIGNATURE: _____ DATE: _____