



PANTON MILL PARK

SHELTER/STAGE RENTAL AGREEMENT



- Rental form completion and payment of all fees and deposit are due at the time of reservation.
- A \$500 regular deposit (check only) is required for any damages and will be kept if guidelines are not followed. Additional costs may be required if grounds, facilities, electrical, etc. are damaged.
- No rain dates are permitted.
- Cancellations must be made eight (8) weeks in advance of the reserved date for renter to be eligible for a full refund.
- Cancellations made less than 14 days prior to the event will be eligible for a refund of only 50%. Refunds will be processed through the Village of South Elgin and will take 14 to 21 days to be processed. Refunds will be mailed to the renter.
- Alcohol is prohibited on Village property unless proper permits are obtained through the Village Clerk's office. Fees are involved with alcohol permits. Permit may take up to one month to process, and must be applied for in conjunction with the rental form and special event application.



10 N Water Street
South Elgin, IL 60177

847-622-0003

southelgin.com





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PANTON MILL PARK SHELTER/STAGE RENTAL FORM

Please fill in appropriate spaces and sign the form. Rental Form completion and payment of all fees and deposit are due at the time reservation is made. Please note equipment availability is pending Parks & Recreation Department events. Rental dates: May 1 through October 1. Capacity: 250.

Today's Date: _____

Name of Organization: _____

Contact Last Name: _____ First Name: _____

Address: _____ City/State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

Event Information:

Nature of Activity: _____

Date(s) Requested: _____

Hours are subject to approval and change

Time requested: _____ AM/PM to _____ AM/PM

Phone Number for Day of Rental: _____

Onsite Contact Name: _____

Special Notes: _____

FEES

Shelter & Stage Rentals will be available Tuesday through Sunday. However, if an organization reaches out to staff for a rental on a Monday, Parks & Recreation staff will check whether the request can be accommodated.

- The shelter fee for residents \$300, non-residents \$450 and not-for-profit \$100
- The stage rental fee for residents \$300, non-residents \$450 and not-for-profit \$100
- To rent both facilities, residents \$500, non-residents \$750 and not-for-profit \$200
- A \$500 deposit is required

OFFICE USE ONLY

DATE RECEIVED:

APPROVED BY:

AMOUNT PAID:

DATE PAID:

DEPOSIT PAID:

Panton Mill Park Shelter/Stage Rental Rules

- Panton Mill Park Shelter/Stage is available to residents, non-residents, business and not-for-profit groups.
- The Comfort Station is a part of the rental agreement.
- Alcohol can be served at Panton Mill Park Shelter. Proper permits are obtained through the Village Clerk's office (see ordinance 112.33H). Fees are involved with alcohol permits. Permit may take up to one month to process. Must be applied for in conjunction with rental form and special event application.
- Organizations must provide a certificate of insurance naming the Village of South Elgin additional insured for facility usage. If alcohol is being served, a minimum of \$1,000,000 coverage is required.
- Inflatables are permitted; certificate of insurance naming the Village of South Elgin additional insured by inflatable company is required. Must call JULIE if stakes for inflatables are needed.
- All onsite vendors (food, inflatables, sound, power, etc.) must provide a certificate of insurance naming the Village of South Elgin as additionally insured.
- Grilling - gas or charcoal is allowed. Clean up is required or deposit will be kept.
- Food sales are allowed but must get a proper Kane County Health Department inspection, approval, and certificate prior to start of event.
- Rental form completion and payment of all fees and deposit are due at the time the reservation is made.
- A \$500 regulation deposit (check only) is required for any damages and will be kept if guidelines are not adhered to. Additional costs may be required if grounds, facilities, electrical, etc. are damaged.
- Stage entertainment must be approved by Village staff, and all entertainment must end by 10pm.
- If the rental request, fits a Special Event Application, all fees and applications fitting the event must be completed.
- Fundraisers and raffles are allowed, however entrance admissions cannot be charged. Renters must obtain a raffle license from Village Clerk's Office.
- The Village of South Elgin staff has the right to decide if traffic control is needed. Additional fees may apply.
- Rentals may require Village of South Elgin staff on-site. Renters are responsible for all costs. Overtime rates may apply.
- Panton Mill Park has limited controlled access point.
- Renters may be required to complete the Special Events Permit Application in addition to this form.
- No on-site storage is available. All set-up and tear down must be included in the rental times listed on this form.
- No political events may be held at Shelter/Stage.
- There are a limited number of restrooms available on-site. Depending on event size, additional restrooms may be required. Additional restrooms will be at the expense of the 'Renter'.
- No sound system provided.
- Eight picnic tables are included with the rental. Additional tables and chairs are not included with the rental.

General Facility Usage Policies for All Facilities:

- Rental date must be reserved no sooner than 12 months and no later than eight (8) weeks prior to the event. Rental is on a first come, first serve basis.
- Cancellations must be made eight (8) weeks in advance of the reserved date for renter to be eligible for a full refund.
- Cancellations made less than 14 days prior to the event will be eligible for a refund of only 50%. Refunds will be processed through the Village of South Elgin and will take 14 to 21 days to be processed.
- Bring your copy of this form with you on the date of your event.
- No rain dates permitted.

Deposit Return

Refundable deposit will be processed no earlier than four (4) (due to the inspection period) and no more than ten (10) business days after the event. Lessee will receive their check for the deposit from the Village of South Elgin approximately four (4) to six (6) weeks after the date of their event. Renter must present their receipt and proof of identification when picking up their deposit. **Deposit will only be mailed to renter named on receipt.**

By renting this facility and equipment I understand that I am fully responsible for its safeguarding, installation, and assembly (assembly does not include large tents). I understand that I am responsible for full replacement or repair costs to any damaged village property (including, but not limited to, grounds, equipment, and facilities).

Signature _____ Date _____

Printed Name _____