



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: _____

Address: _____

Phone: (Primary Number) _____

Event Date: _____ Time: _____

Circle Requested Park (See table on back)

Jim Hansen	Lion's	SEBA	Stowell Peddy
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Purpose: _____ Group Size: _____

Deposit Required: \$100

Fees: \$75 R/\$125 NR SEBA Fees: \$125 R/\$175 NR

REFUND POLICY:

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

NO REFUND WILL BE GIVEN FOR INCLEMENT WEATHER!

For Office Use ONLY

Payment: Amount Paid: _____

_____ Cash

_____ Check#

_____ Credit Card (Visa/MasterCard ONLY)



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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	10	No	Yes	PP	
SEBA Park	8	No	Yes	FT	
Stowell-Peddy	4	No	No	PP	

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: _____