



Phoenix Park District

Established in 1964

"We're Proud to Serve Our Village"

155th & 9th Avenue • P.O. Box 1555 • Phoenix, Illinois 60426

Phoenix Park District Pershing Broome Pavilion & Park Grounds Rental Agreement & Guidelines

Date of Event _____

Group /Organization _____

Time: From _____ To _____ Approximate # of Attendees _____

Renter's Name _____ Telephone # _____

Address _____ City _____ State _____ Zip _____

I have read and fully understand all of the rules, regulations and requirements associated with this rental agreement. I understand that I must leave a \$100 refundable deposit in the form of a money order, for the use of the grounds, at the time this agreement is signed. The deposit will be refunded if there is no damage to the Park District Property.

I/we, understand that this agreement is subject to and governed by the rules and regulations of the Civil Rights Act and the Americans with Disabilities Act of 1990, and I/we agree fully to abide by those rules and regulations.

Applicant Signature _____ Date _____

PPD Commissioner Signature _____ Date _____

*****For Park District Use Only*****

Approved _____ Yes _____ No _____ Date _____

Deposit \$ _____

Balance Due \$ _____

Phoenix Park District Pershing Broome Pavilion & Park Grounds Rental Guidelines & *Fees

!!!Any violation of the guidelines set forth will result in the forfeiture of your deposit!!!

Fees:

Pershing Broome Pavilion & Park Grounds

Resident Fee: \$200.00 + \$100.00 refundable deposit = \$300.00

Non-Resident Fee: \$250.00 + \$100.00 refundable deposit = \$350.00

Churches Fee: \$200.00 + \$100.00 refundable deposit = \$300.00

A \$100.00 refundable deposit, in the form of a money order ONLY, is required to reserve each **rental date. The facility and grounds are open from 8am until 8pm. Upon your departure, please make sure that the park is free of debris (paper, bottles, can, etc.). We encourage you to inspect the facility along with the Park District personnel the morning of your event to note any prior damages. Music should be kept at a level as not to disturb the surrounding neighbors. If the restrooms and kitchen are left unclean, your deposit will be forfeited. If extensive damage to the facility or grounds, you will be banned from renting the Park District facility in the future. Removing garbage from the facility is the responsibility of the renter and is not a part of the rental agreement. Violators will be subject to a fine not exceeding \$1000.00.

The FULL balance is due prior to the rental date. Cancellations must be made at least (2) two weeks prior to your event or your deposit will be forfeited as a cancellation fee. If payment is not made according to the guidelines and you have not made special arrangements (in writing), with authorized Park District personnel, your event is subject to cancellation without further notice to you and any monies received will be forfeited.

Deposits will be returned within (2) two business days in the form of a Park District check. The check will be made out in the name of the person who signs the application.

*Fees are subject to change

**All dates are subject to approval

- Applicant or a representative must be at the location at the designated start time or risk losing a portion of the deposit
- Must be prepared to leave no later than 8pm
- NO alcohol allowed anywhere on the premises
- NO loud music
- NO parking anywhere on the grass
- NO swimming pools or water slides
- If utilizing the grill, the grill must be left in the condition it was found

Applicants Initials _____