



**Leo Hassett Community Center**  
**211 North Main Street**  
**Manteno, IL 60950**  
**815-929-4804**

## **Rental Application**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_ **(ALL EVENTS MUST BE COMPLETED BY 6:00 PM.)**

### **FEES, PAYMENTS & CANCELLATIONS:**

The maintenance fee per event is **\$100** for the banquet room along with a **\$100 CASH deposit** to insure compliance with the required cleaning. The Village reserves the right to make determination of retaining any and/or all of the deposit for incomplete cleaning. The maintenance fee and deposit shall be payable to the Village of Manteno at time of reservation. (Dates will not be reserved until payment is made.) **All checks will be deposited by the Village the next business day.** Proof of Manteno residency is required for all events.

In the event of a cancellation, a \$20.00 administrative fee will be retained. Cancellations must be received 48 hours prior to the event in order to receive return of all payments less the \$20.00 administration fee. Without exception, all other cancellations made within 48 hours or less of the event shall require forfeiture of all monies paid.

**I have read and received a copy of the policies and procedures regulating usage of the Community Center. I accept the applicant responsibilities for this event.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Village Employee Signature**

\_\_\_\_\_  
**Date**

*Office Use Only*

\_\_\_\_\_*Copy of Sewer Bill provided*

\_\_\_\_\_*\$100 Maintenance Fee*

\_\_\_\_\_*\$100 Cash Deposit*