



98 E. Third Street, Manteno IL 60950

Phone: 815-929-4800

Fax: 815-468-8240

Park Event Rental Application

Name: _____ Organization name (if applicable): _____

Applicant/Organization address: _____

Home phone: (____) _____ Cell phone: (____) _____ Work/Other: phone(____) _____ ext _____

Email address: _____ Fax number: (____) _____

(Non-Profits will only be charged the security deposit provided a valid 501C3 certificate is provided)

Date(s) requested: _____ Start time: _____ End time: _____ Total hours: _____

Event Name: _____ Expected attendance: _____

Describe the planned event and list all required amenities: _____

Is this event open to the public? Yes No

Will vendors or caterers be used? Yes No (If yes, please list all vendors and/or caterers)

Will there be sound or Dj's? Yes No (If yes, please list all vendors)

Will there be inflatables? Yes No (If yes, please list all vendors)

Proof of Insurance

Any applicant hosting an organized event is required to provide certificate of insurance showing General Liability Insurance is in effect with coverage and limits equal to \$1,000,000 per occurrence and \$2,000,000 aggregate.

For events held at any village park:

Please list **Village of Manteno** as an additional insured.

Heritage Park

500 W. Cook Street

Manteno, IL 60950

For events held at Legacy Park:

Please list **Village of Manteno** as an additional insured.

Please list **Manteno Township** as an additional insured.

Legacy Park

1725 N. Maple Street

Manteno, IL 60950

Fees

Security Deposit - \$250.00 (Cash Required)

Acknowledgement of Rules

As applicant, I acknowledge and understand that my reservation must comply with the requirements listed and described below. Applicant also understands that the Village of Manteno has the right to keep all or part of the amount of the deposit due to persons attending the event not abiding by the expectations listed below. Please review the following:

- Receipt of the reservation must be carried by the applicant during the reserved time;
- Reservations are issued only for an assigned area of the park. The public is still welcome to use other areas of park;
- No alcohol allowed in any village parks;
- No smoking allowed within fifty feet of any playground areas;
- No motor vehicles allowed beyond the parking lot;
- No littering. All event garbage must be removed off-site at your expense;
- Bathroom supplies must be provided by you at your expense.
- Marking on trails, concrete or other surfaces is prohibited. Signs/cones may be used provided they are removed at the conclusion of the rental;
- Signs and balloons can be placed at the entrance to the park provided they are removed at the conclusion of the rental;
- Picnic tables must remain under the Gazebo or Pavilion;
- Grilling is allowed in the park, but not near or under any permanent structures or trees.
(Gas grills only. No charcoal grills are allowed.)
- Sound equipment, D.J.'s, inflatables and bands are allowed only with written approval from the Village of Manteno;
- Use of nails, tacks or any hanging device that may damage walls, railings or ceilings are prohibited;
- Any pre-existing vandalism or damage to a pavilion or gazebo must be reported to the Manteno Police Department upon arrival in order to avoid financial responsibility for the same;
- The deposit will be refunded, provided there are no additional expenses incurred by the village;
- As applicant, I am responsible for any vandalism or damage to a pavilion or gazebo that occurs during the reserved time;
- As applicant, I shall ensure the pavilion or gazebo and the surrounding area, are clean, free of litter and returned to the state that existed before my use;
- Applicant understands that the Village of Manteno is not responsible for unforeseen circumstances and has agreed to indemnify the Village of Manteno for any accidents or injuries occurring;

Applications can be denied for the following reason(s):

- The applicant is not a non-profit organization;
- The village determines the event is not consistent with appropriate uses;
- Areas requested are already reserved;

Event Hold Harmless Agreement:

- All applicants must sign the attached Indemnity and Hold Harmless Agreement.

J.U.L.I.E. Locate:

- Illinois state law requires anyone planning an outdoor project or activity that requires digging or staking, regardless of the depth or size of the outdoor project, should call Joint Utility Locating Information for Excavators, or JULIE, at 1-800-892-0123. Please allow 5 working days for completion. This is a free service.

Applicant Signature: _____

Date: _____

FOR OFFICE USE ONLY

Application is: ☐ Approved ☐ Denied By: _____ Date: _____

Reason for Denial _____

Deposit paid: \$_____ (Cash Only) Proof of Insurance submitted: _____

Signed Hold-Harmless Agreement _____ Deposit refunded: _____ Date _____



INDEMNITY AND HOLD HARMLESS AGREEMENT

The undersigned, for good and valuable consideration, does hereby agree to indemnify, defend and hold harmless the Village of Manteno ("Village") and/or Manteno Township ("Township"), its officers, employees and agents, to and from any and all claims for personal injury and property damage, including personal injury or property damage claims asserted by third-parties, and such other losses, damages and expenses of any kind, including attorney's fees and court costs, which are incurred by the Village or Township, arising out of or in any way related to his/her use, possession, or control of the real property identified below.

Real Property: _____ Manteno, Illinois 60950

Applicant Signature: _____

Date: _____