



**Leo Hassett Community Center
211 North Main Street
Manteno, IL 60950**

RENTAL APPLICATION

APPLICANT NAME: _____

ORGANIZATION NAME (IF APPLICABLE): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CELL #: _____ HOME # _____ BUSINESS #: _____

DESCRIPTION OF EVENT: _____

DATE REQUESTED: _____

TIMES: YOU MAY GO IN AS EARLY AS YOU LIKE ON THE DAY OF YOUR EVENT. MUST BE DONE BY **6:00PM**

Applicant agrees to indemnify and hold harmless the Village of Manteno for any accidents or injuries occurring in connection with the rental of the Leo Hassett Community Center. In the event of a cancellation, a \$20.00 administrative fee will be retained. Cancellations made within 48 hours or less of the event shall require forfeiture of all monies paid.

***MANTENO CHAMBER MEMBER:** Rental/deposit fees waived (this is for the purpose of meetings only)

***NON-PROFIT ORGANIZATIONS:** No rental charge: **\$100.00** cash refundable clean up deposit. Only allowed to rent M-F.

***VILLAGE OF MANTENO RESIDENTS** **\$100.00** rental charge and **\$100.00** cash refundable clean up deposit

ALL CHECKS/MONEY ORDERS ARE TO BE MADE PAYABLE TO THE VILLAGE OF MANTENO.

APPLICANT MUST PICK UP FACILITY KEY AT THE VILLAGE OF MANTENO 98 EAST THIRD STREET DURING BUSINESS HOURS 8:00 A.M. – 4:30 P.M. MONDAY – FRIDAY.

I have read the rules and regulations listed above and all fees are paid (if applicable).

APPLICANT SIGNATURE: _____ DATE: _____

VILLAGE EMPLOYEE SIGNATURE: _____ DATE: _____

Office Use Only

____ Proof of Residency ____ \$100 Maintenance Fee ____ \$100 Cash Deposit