

MANNERS PARK DINING HALL RENTAL AGREEMENT

TODAY'S DATE: _____ DATE OF RESERVATION: _____

NAME: _____ TELEPHONE: _____

EMAIL: _____

ADDRESS: _____

Street

City/State

Zip

FUNCTION: _____ PARTY SIZE: _____ TIME: _____

Office Use Only: Fee: _____ **Deposit:** _____ **Balance:** _____

RULES OF THE DINING HALL

- ***NO ALCOHOLIC BEVERAGES OF ANY KIND SHALL BE BROUGHT ONTO OR CONSUMED ON THE PREMESIS;***
- Dining hall and bathrooms must be left clean;
- Trash put in trash cans and receptacles;
- Floor swept, toilets flushed, lights out and doors locked;
- Do not hang, tack, tape, or fasten objects to the walls;
- Any damage is the responsibility of the renter;
- The Automated External Defibrillator (AED) will be checked daily. If used, you must notify the park office;
- \$25.00 deposit is required upon signed and returned agreement acceptance;
- \$25.00 deposit and signed Rental Agreement (this form) must be returned within seven (7) business days, otherwise you will forfeit the dining hall booking date;
- Thirty (30) day cancellation notice is mandatory in order to receive a refund of your deposit;
- **Rentals: Taylorville In-District residents: 3 hour minimum @ \$75.00 or an all day rental @ \$125.00; Out-of-District rates: 3 hour minimum at \$90.00 or an all day rental @ \$150.00;**
- Rental fee must be paid prior to the event, when the key is obtained at the park office. At that time, the \$25.00 deposit will be applied to the rental fee. If renting on the weekend, you will need to make arrangements to pick up the dining hall key on Friday prior to the park office closing at 4:00 p.m. The park office is closed on Saturday and Sunday. Please make checks payable to Taylorville Park District;
- The key to the dining hall must be returned no later than 4:00 p.m. on the next business day after your event;
- If utilizing the kitchen facilities, you must supply your own dish soap and paper towels.

Renter's Signature

Today's Date

Thank you for your cooperation.

BOARD OF TRUSTEES, TAYLORVILLE COMMUNITY PLEASURE DRIVEWAY AND PARK DISTRICT