

**MANNER'S PARK DINING HALL
RENTAL AGREEMENT**

Date: _____

Name: _____ Telephone: _____

Street: _____ Town: _____

Function: _____ Date of Use: _____

Total Due: _____ Time of Use: _____

RULES OF THE DINING HALL

- 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 walls;
- Any damage is the responsibility of renter;
- The Automated External Defibrillator (AED) will be checked daily. If used, you must notify the park office;
- No alcoholic beverages of any kind shall be brought to or consumed upon the premises;
- \$25.00 deposit is required upon signed and returned agreement acceptance;
- \$25.00 deposit and signed Rental Agreement must be returned within seven (7) business days otherwise you will forfeit the dining hall booking date;
- Thirty day cancellation notice is mandatory in order for deposit refund;
- **Rentals: 3 hour minimum @ \$75.00 or all day rental @ \$125.00 Taylorville In-District residents; Out-of-District rates: 3 hour minimum @ \$90.00 or all day rental @ \$150.00**
- Rental fee is payable 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;
- Key to the dining hall must be returned no later than 4:00 p.m. on the next business day after event;
- If utilizing the kitchen facilities, you must supply your own dish soap and paper towels.

Signed: _____

Responsible Party

Date

**BY BOARD OF TRUSTEES, TAYLORVILLE COMMUNITY
PLEASURE DRIVEWAY AND PARK DISTRICT**