

Village of University Park
Parks and Recreation Department
PINE LAKE RENTAL AGREEMENT PERMIT

Rental Date: _____ Have you been here before? Yes ___ No ___
 Organization Name: _____
 Name of Applicant (Responsible Party): _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone # Daytime: _____ Evening: _____ Emergency: _____
 Email Address: _____
 Type of Activity: _____
 Time Required: From _____ To _____ Day of the Week: _____
 Additional Request: _____
Groups of 10 - 50+ People (Permit Required): Residents Only \$50.00 Non Residents \$75.00
 Shelter Rental Fee (Residents only) _____ Shelter Rental Fee (Non Residents) _____
 (Check Pine Lake Shelter and/or Open Grass Area Only):
 _____ East Shelter w/Open Grass _____ East Open Grass Only Area
 _____ West Shelter w/Open Grass _____ West Open Grass Only Area
 _____ Both East/West Shelters and Open Grass Area
 Non-Refundable Deposit Fee: **\$50.00** (Rental is not secured until deposit payment is paid)
 Total Rental Amount Due: \$ _____

I have read the reverse side of this form and understand the Deposit and Cancellation Policies and the Rules and Regulations set forth. As the applicant, I further accept responsibility for informing all persons in attendance of the rules and regulations and their compliance. **The final full payment must be received (14) Fourteen days before event unless other arrangements have been arranged by the office personnel.** If final payment is not paid in full, the Parks and Recreation Department reserves the right to cancel event.

Proof of residency I.D. must accompany this form for residency rates to apply.

Applicant's Signature _____ Date _____

Authorized Signature _____ Date _____

FOR OFFICE USE ONLY

Total Due: _____ Deposit: _____ Receipt # _____ Current Balance: _____

Cash: _____ Check # _____ Date Paid: _____ Amount Paid: _____

Received by: _____ Date: _____

PINE LAKE RENTAL PERMIT PRICING

<u>Pine Lake Rental Permit Fees</u>	<u>Residents</u>	<u>Non-Residents</u>
Groups of 10 or more Permit Fees:	\$50.00	\$75.00
Pine Lake Shelter Rentals Fees:	\$125.00 per shelter	\$150.00 per shelter
Non-Refundable Deposit Fee: \$50.00 (Rental is not secured until deposit payment is paid)		

***Groups of 10 or more people for Pine Lake Shelter Rentals, must pay all the above Pine Lake Rental Permit Fees which includes the following:** Groups Permit Fee, Pine Lake Shelter Rental Fee, which reflects the Shelter w/Grass or Open Grass Areas Only, rental price for (1) one per Shelter side. Participants may rent either East, West or, both sides, if available, for each additional Shelter cost and each additional Non-Refundable Deposit Fee. Each Shelter holds approximately 60 people. Larger groups may bring their additional tables/chairs.

DEPOSIT AND CANCELLATION POLICIES

1. Deposit payment to secure rental is due at the time of reservation. Reservation dates are not secure without the full deposit amount paid.
2. All final balance payment must be received (14) fourteen days before event date.
3. All security deposits are **non-refundable** in case of improper cancellation or, if less than (10) ten day notice is given, **NO EXCEPTIONS**. Refunds will be given for acts of nature cancellations.
4. If there is damage to the site, or if clean up is required by our staff, you will be charged \$35.00 an hour if necessary clean-up takes longer than 30 minutes.
5. Additional fees will be assessed if damage exceeds the deposit amount paid.
6. **Failure to follow rules will result in the forfeiture of the deposit.**

RULES AND REGULATIONS

1. Alcoholic beverages are prohibited on our grounds. For any other rentals of tents, inflatable Jumping Equipment, a copy of the insurance license policy must be given to us from your Rental Company (2) two weeks prior to events. Inspection of tents must be conducted by **University Park Fire Department** at (708) 534-0914.
2. Pets are **NOT** allowed on the grounds.
3. Swimming/wading are prohibited. Lake Fishing will require proof of your Illinois State Fishing License.
4. Garbage receptacles must be used. If trash is left on ground, or in the washrooms, your deposit will be forfeited. **NO** glass containers allowed.
5. Charcoal grills are allowed in the picnic areas only. Ground fires are **NOT** allowed.
6. Motor vehicles are prohibited from parking beyond the parking spaces provided.
7. Animal and plant life must remain undisturbed.
8. Remove any signs posted in or around the lake, especially those denoting directions to the lake.
9. Music must be kept at a reasonable noise level. We will determine what is reasonable.
10. The **Village of University Park Police Department** will be doing security checks periodically. If you are experiencing any problems, let them know.
11. Please keep a copy of your signed permit and receipts to show proof of a valid rental.

CREDIT CARDS OR CASH PAYMENT WILL BE REQUIRED IF LESS THAN TEN (10) DAYS PRIOR TO RENTAL. Mail or make payments payable to: **Village of University Park**, 698 Burnham Drive, University Park, Illinois 60484. For further information, please call (708) 534-6456 or (708) 534-4837
General Ledger Account # 100.328.002 Revised 12/30/2015