

Village of Prairie Grove

3125 Barreville Road, Prairie Grove, IL 60012



Park Facility Reservation and Agreement

Date Requested: _____ **Time Requested:** _____

Contact Name: _____ **Organization's Name:** _____

Street Address: _____ **City, State, Zip:** _____

Phone: _____ **Email Address:** _____

GUEST FEES (Resident / Non-Resident)

of People **1-100**

Deposit* **\$100**

Pavilion **\$50 / \$250**
(per use)

***Max due to parking limitations, events over 100 need special use, extra security cost**

**Refundable: Once the facility is inspected for garbage and/or damage, the deposit will be returned. Please note that refunds may take up to two weeks processing prior to refunding and a minimum cleaning fee of \$25 per quarter hour may be deducted from the maintenance deposit.*

***** Nails and other fastening devices used to attach decoration, signs, posters or affix tablecloths which may cause permanent damage is strictly prohibited *****

Cancellations:

14 days prior to rental – no refunds

15-30 days prior to the date of rental – 25% of deposit refunded

31-60 days prior to the date of rental – 50% of deposit refunded

60+ days prior to the date of rental – 100% of deposit fee refunded minus a \$5 service fee

*Group applications: Groups of more than 100 people must be approved in writing by the Village Administrator.

School Districts 46, 47, 155: Each must complete an application form. Certificate of Insurance is required. All other not for profits must complete application form and leave the appropriate deposit. Fee for any Facility reservation (Monday–Friday only) is \$25 per use. Certificate of Insurance is required.

Park Facility Rules and Regulations: The attached Village Park Facility Rules and Regulations are fully incorporated herein.

Indemnification: In exchange for the Village agreeing to allow use of the Facilities the undersigned, its successors and assigns, hereby agree to hold harmless, indemnify and reimburse the Village, its officials, employees, successors and assigns, for any and all liabilities, obligations, claims, damages, penalties, costs and expenses (including reasonable attorney's fees) arising directly or indirectly from its use of the Facility. The undersigned understands that the Village assumes no responsibility or liability for any damage or injury of any sort arising or alleged to have arisen from the use of the facility.

Guest Signature and Date: _____