



MARYKNOLL PARK CLUBHOUSE RENTAL

Today's Date _____ Contact Person _____

Contact Phone _____ Email _____

Address _____

City _____ State _____ Zip Code _____

Rental Date _____ Rental Start Time: _____ End Time: _____

Estimated Attendance _____ (max 60) Type of Celebration _____

CLUBROOM RENTAL: Max number of 60 guests

*Rental time should include all of the time needed for your set up and breakdown.
A 15 min prior and after rental times will be allowed*

FEE PER HOUR: \$80 Resident Number of hours _____ Total Fee \$ _____

FEE PER HOUR: \$110 Non Resident Number of hours _____ Total Fee \$ _____

Alcohol Liability: \$210 Yes/No Total Fee \$ _____

Outside Patio Use: \$25R \$35NR Yes/No Total Fee \$ _____

TOTAL RENTAL FEE \$ _____

50% Deposit (due at booking) \$ _____

Balance Due (day of event) \$ _____

Total Paid _____ Date Paid _____

Method of Payment (circle one): Cash Check Visa MasterCard Discover Amex

Credit Card Number: _____ Exp. Date: _____ CID# _____

Cardholder's Signature: _____

RETURN TO: Mary Defiglia at mdefiglia@gepark.org. For questions, call (630) 858-2463

Rental Policy

It is understood that you and your party participants will comply with rules, regulations and ordinances of the Glen Ellyn Park District, Village of Glen Ellyn and the State of Illinois in use of Park District facilities.

Use of the facility may be terminated by the Glen Ellyn Park District in the event of an emergency or in the event that the facility is required for any Glen Ellyn Park District program.

Glen Ellyn Park District functions, then School Districts and Village functions, take preference over any other use of the facility. Use of the facilities will not be granted if the individual/organization program or activity conflicts with a Park District program or activity.

The Park District reserves the right to require a Certificate of Insurance for use of the facilities.

All persons using Glen Ellyn Park District facilities shall confine themselves to the area of the facility for which temporary use has been granted.

Electrical equipment shall not be operated without the express written approval from the Glen Ellyn Park District.

All individuals/organizations must pay the total rental/party fee at the time of booking for outdoor rental 50% for indoor and packages.

The facility or equipment shall not be used by any person for private business or any activity in which any individual/organization makes a personal profit or gain.

For any function, sufficient, competent adult supervision or chaperones must be provided by the individual/organization.

Smoking, pets, grills, piñata, tents, inflatables additional tables and chairs, are **NOT** Permitted with this rental. Alcohol is not allowed outside on the course however, with the appropriate liability, alcohol is allowed inside the clubhouse and patio

All garbage and recycling should be placed in proper receptacles. **NO** tape should be placed on the walls or ceiling.

Due to new programs introduced each season by the Park District, confirmation for facility usage will not be made more than 60 days in advance, unless special consideration can be made.

The facility will be opened and closed at the time designated on the application and corresponding with the normal hours the facility is open.

Each individual/organization is financially responsible for any damage occurring to the building, grounds or equipment being used.

The supplying of inaccurate information on this application or violation of Glen Ellyn Park District rules and/or ordinances will be cause for revocation of the permit. No refund will be granted.

I hereby certify that this individual/organization has agreed to follow the Glen Ellyn Park District's stipulations and shall hold harmless, without exception and without recourse, from all liability for accident and/or injury which may be attributed to negligence of members of the Glen Ellyn Park District, its officers and/or employees.

Signature of Applicant or Authorized Representative of Group

Date