



Today's Date _____ Rental Date _____
 Renter/Organization _____ Contact Person _____
 Address _____ City/State/Zip _____
 Home Phone _____ Work Phone _____
 Email _____ Drivers License # _____
 Estimated Attendance _____ Type of Event _____
 Rental Time: Setup Starts _____ Event Take down ends _____

(Please be sure to include set up and take down in rental time)

Resident Family Non-Resident Family District Business Non-District Business Non-profit (affiliates, etc)

Pavilion Fee \$ _____ Additional Fees \$ _____ Total Fee \$ _____

Community Parks

Neighborhood Parks

Park Amenities (subject to availability)

- Big Woods Park
- Engstrom Family Park
- Memorial Park
- Prairie Path Park
- West Main Community Park
- Saratoga Park
- Woodland Hills Park

- Braeburn Park
- Fidler Farm
- H. Michael Wild Park
- Hartfield Park
- Millview Park
- Skate Park

- Basketball Court
- Tennis Court
- Baseball or Softball Field
- Soccer Field
- Trash Collection
- Additional Tables
- Water
Electricity

I shall indemnify and hold harmless the Batavia Park District from any and all claims, demands, actions, or suits arising out of or in connection with rental. I certify that the information I have provided in this contract is correct to the best of my knowledge and I further understand that if any information is found to be false I may forfeit my fee and/or deposit. I, as the authorized renter, have read, understand and accept all of the information stated on the front and back of this contract, in its entirety, and agree to abide by it.

Renter's Signature _____ Date _____
 Facilities Manager Signature _____ Posted in Rec Trac _____
 Rent Paid \$ _____ Deposit Paid \$ _____ Date _____
 Approved By _____
 Reservation # _____ Deposit Returned Yes No
 Method of Payment – Visa / MC / Discover / Cash / Check
 Credit Card # _____ Expiration Date _____

**Batavia Park District Rental Fees
(Event Rates)**

	Resident	Non-Resident	District Based	Non-District Based	Non-Profit Business
Community Parks* (Base Fee)	\$45	\$75	\$100	\$250	\$23
Neighborhood Parks* (Base Fee)	\$35	\$65	\$90	\$240	\$18
Amenities					
Basketball Court	\$25	\$35	\$50	\$70	\$13
Tennis Court	\$25	\$35	\$50	\$70	\$13
Baseball or Softball Field	\$25	\$35	\$50	\$70	\$13
Soccer Field	\$25	\$35	\$50	\$70	\$13
Trash Collection	\$25	\$35	\$50	\$75	\$25
Water	\$5	\$15	\$10	\$25	\$5
Electricity	\$5	\$15	\$10	\$25	\$5
Additional Tables	\$5 ea.	\$5 ea.	\$5 ea.	\$5 ea.	\$5 ea.

***Rental Fee is for pavilion use only**

Fees are based on residential designation

- Residential designation is determined by whether or not renter pays property taxes to the Batavia Park District.
- Residential designation for a business is determined by location of the business and business must pay property taxes to the Batavia Park District to qualify for district rates.
- Those groups renting as a non-profit organization must include a copy of their non-profit designation from the state of Illinois.
- Rental fees for all of the above require payment to be made by cash, check, Visa, MasterCard, Discover or Cashiers Check with contract only. Checks made payable to **Batavia Park District, 327 W. Wilson St. Batavia, IL 60510**
- In addition to the rental fee, a deposit equal to the base rental fee is due at signing of contract. The deposit will be refunded to renter within 10 business days if it is determined that the shelter/park was left in good condition as determined by authorized park district staff.
- Fees are subject to change without public notification.
- Rental includes space and tables only. Other rental needs, requests, or amenities will be at an additional cost.

Renter Agrees to the Following:

1. Cancellation Policy -

21 days prior to event	Full Refund
20-14 days prior to event	75% Refund
13-8 days prior to event	50% Refund
Less than 7 days	Rental Fee Forfeited
2. All rentals are subject to criminal charges for damages incurred during rental period. Any renter not abiding by Batavia Park District ordinances will be fined or ticketed accordingly by Batavia Police Department or Batavia Fire Department.
3. **All or part of the damage deposit shall be forfeited if the renter neglects any of the responsibilities listed on this contract.**

Decoration /Set Up/Take Down

1. Decorations may be attached by string only. No staples, screws, nails, paint or chalk are permitted.
2. Tools needed to decorate will not be provided by the Batavia Park District.
3. Renter is responsible for own set-up and take down of all tables.
4. Tables must remain within shelter premises.
5. Wipe off all tables at conclusion of rental.
6. Remove all decorations immediately.

General Information

1. **NO ALCOHOL ALLOWED.**
2. Only park district provided grills may be used at the pavilion.
3. Renter pays for damages/excessive cleaning for which you or your guests were responsible.
4. Solicitation shall not take place within any of the parks rented without prior permission from the Park District.
5. Batavia Park District reserves the right to revise any rules in respect to the welfare of the facility.
6. Conduct all activities in a mature, responsible manner.
7. Clean rented area immediately after use.
8. Bag all garbage and remove from property unless trash collection option is prepaid.
9. Batavia Park District programs and affiliates have first priority to rental areas.
10. All rentals will be based upon facility availability.
11. Batavia Park District reserves the right to require a Police Officer on duty, paid for by the renter.
12. Children under 13 need to be supervised at all times by an adult 18 and above.
13. Deposit will be forfeited in a false 911 call, non-emergency fire alarm, or any other action causing the evacuation and the need of emergency personnel to arrive for an unneeded cause.
14. Renter must be present at function at all times, **NO EXCEPTIONS**, or damage deposit will be forfeited.
15. **ONE RENTAL PER PARK PER DAY**