



## Park Pavilion Reservation Application

1. Complete application and deliver it to Village Hall, Attn: Pavilion Reservations, 2520 N. Center, Maryville, IL with a check or money order for the appropriate fee made payable to **Village of Maryville**.

<b>2. Rental Fees:</b>	<b><u>Cleaning Deposit</u></b> Please provide a separate check.	<b><u>Resident (Incorporated Maryville)</u></b>	<b><u>Non-Resident</u></b>
Pavilion #4 (Firemen's Park)	\$100	\$50	\$100
Pavilion #8 (Pleasant Ridge)	\$100	\$50	\$100
Pavilions #1, #2*, #3, #6, #7 (Drost Park)	\$100	\$40	\$80

Rental fees shall be charged for each reservation and are non-refundable.

**NOTE:** \*Pavilion #2 is not available for rent during the Khoury League Season April 1 through July 31<sup>st</sup>. Pavilion #5 and the two small pavilions in Drost Park by the playground area are not available for rent. The small pavilion at Pleasant Ridge Park is not available for rent. Traditionally, the restrooms throughout our parks are open from April 1<sup>st</sup> to November 1<sup>st</sup>.

3. Upon receipt of the approved application, the applicant is required to provide the Village with any required certificates prior to the event. (Event will be cancelled if required certificates are not filed in advance.)
4. A "Reserved" sign will be provided with the approved application and should be posted at the Pavilion the morning of the event.
5. Pavilion and surrounding area must be cleaned of all trash, food, decorations, and debris before applicant leaves. Your deposit check will be mailed to you 1 week after the event. Any BBQ grill fires that were started must be extinguished. Open / Pit burning is NOT allowed in any of the parks. If this is not completed the cleaning deposit will be forfeited.
6. Call Melissa Loftus at 345-7028 ext. 2329 to check availability and/or with any questions.

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Pavilion: # \_\_\_\_\_ Organization: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ (Closes at Dusk)  
 Description of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Will alcohol be present at event?    YES    NO    (If YES, \$1,000,000 Liquor Liability Insurance is required)

Signed: \_\_\_\_\_  
Applicant Date

Approved: \_\_\_\_\_  
Authorized Village Official Date

Special Conditions: \_\_\_\_\_

**(OFFICE USE ONLY)**

Application Received Date and Time: \_\_\_\_\_

Certificate of Insurance Required:    YES \_\_\_\_\_    NO \_\_\_\_\_  
 Liquor Liability Insurance Required:    YES \_\_\_\_\_    NO \_\_\_\_\_

Copies provided to:    1. Applicant            2. Treasurer with payment            3. Police Department            4. Public Works