

BERKELEY PARK DISTRICT PARK RESERVATION APPLICATION & PERMIT FOR USE OF PARK GROUNDS ONLY

(* Designates applicants required information (please print))

*Name _____ *Phone _____

*Address _____ *City _____

*Email _____ *2nd Phone _____

Day _____ Date(s) of Rental _____

Hours (Include Set-up & Clean-up Time) Start _____ AM or PM

End _____ AM or PM

*Purpose of Event/Activity _____

PLEASE CHECK (X) THE BOX BELOW AND THAT INDICATES WHICH FACILITY YOU WISH TO RESERVE.
RESIDENTS MUST SHOW PROOF OF ADDRESS.

***RESIDENT RATES:**

Park District Rental Facilities	Maximum	Resident Fees	Deposit	Total Cost
Berkeley Park – Picnic Shelter	100	\$50	\$100	\$150
Berkeley Park – Gazebo	40	\$50	\$100	\$150

NON-RESIDENT RATES:

Park District Rental Facilities	Maximum	Non-Resident Fees	Deposit	Total Cost
Berkeley Park – Picnic Shelter	100	\$100	\$100	\$200
Berkeley Park – Gazebo	40	\$100	\$100	\$200

THE NUMBER OF PEOPLE EXPECTED TO ATTEND: (See Maximum Allowed Above): _____

IS THIS EVENT FOR A GROUP/ORGANIZATION: (CIRCLE ONE) YES NO

If YES, please complete the information below:

Organization's Name _____

Address _____

Representative/Contact _____ Phone _____

*Any and all groups / organizations MUST provide the Park District with a CERTIFICATE OF INSURANCE indicating that they have general liability insurance in the amount of \$1,000,000 (minimum) coverage and that they have named the Berkeley Park District as the additional or co-insurer. Your Rental Reservation will be cancelled if this is not provided to the Park District within 10 business days of your reserved event and facility. No refunds will be issued in case of cancellation due to failure in complying with the Park District's reservation requirements.

*The undersigned applicant agrees to conduct the described event in strict compliance with the Ordinances, Rules, and Regulations of the Berkeley Park District as well as those governing the Village of Berkeley.

*The Facility Use Regulations that accompany this application and are incorporated into and made a part of any permitted granted hereunder.

** The signature of the undersigned indicates that they have completely read all the rules and regulations related to the use of this rental facility as stated below (and/or including attachments provided) and have agreed to accept all liability as related to the use of this stated facility.

Signature of Applicant _____ Date _____

Park District Authorized Signature _____ Date _____

*Total Amount Paid _____ Date Received _____ Receipt # _____

*All applications MUST include payment by CHECK at the time of the submittal.

PERMIT # _____