



# Rental Request – Log Cabin, 102 N. Eastern Ave., Bartlett, IL 60103

Bartlett Community Center: Phone 630-540-4800 FAX 630-540-4869 [www.bartlettparks.org](http://www.bartlettparks.org)

Requests for rental must be submitted and paid in full no less than five (5) working days prior to rental date. The Park District reserves the right to reject any rental it feels is inappropriate. **Use of Park District Facilities is limited to non-money making ventures.**

Renter's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Work/Cellphone: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Type of function: \_\_\_\_\_

Email Address: \_\_\_\_\_

Total adults: \_\_\_\_\_ Total youths: \_\_\_\_\_

Day of Week: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \* From \_\_\_\_\_ To \_\_\_\_\_

**\*Include setup/cleanup hours. Your rental will only include time requested. A curfew of 11pm exists, 7 days a week.**

### Terms and Stipulations You Agree To When Renting the Log Cabin

**Renter:** Renter must be 21 years or older and in attendance during entire function. The renter will inform and explain the rules/policies specified in the rental request to the guests. The renter will be held financially responsible for any damages that occur during, or as a result of your rental. The renter gives the Park District the right to pursue collection methods for bad checks, additional damages, or time used and agrees to pay for collection methods necessary. Reservations are limited to 50 people or less. **The front desk can tentatively "pencil in" reservations, however a reservation is not firm until a confirmation e-mail is sent.**

**Fee: In-District:** \$140 Rental Fee for 4 hours (\$30 each additional hour) **Out-of-District:** \$190 Rental Fee for 4 hours (\$40 each additional hour) Payment in the form of cash, check or credit card is due when the rental form is submitted. If your payment is being made 10 or less working days (working days are Monday – Friday) your payment must be paid by cash or credit card. **Fees subject to change.**

**Security Deposit:** A \$100 deposit is due at the time that the facility is requested. The deposit will be returned providing that the facility was left in good order and the key is returned within two working days after the rental. If deposit was paid by cash or check, a check will be mailed to you the first working Friday after the rental. If deposit was paid by credit card, credit will be applied to your card.

**Hours of Use:** The Log Cabin is closed: New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.

**Facility Key:** You will need to pick up a Log Cabin facility key. The key may be picked up within five days of your rental during Park District hours: Monday, Wednesday & Friday: 8:30am-7pm, Tuesday & Thursday: 8:30am-6pm, and Saturday: 9:30am-1pm. The office is closed on major holidays as approved by the Board of Commissioners. Please plan accordingly to ensure that your rental will go as planned. \*If you fail to pick up the key and cannot use the facility, no refund will be made. If a staff member must come out to open the facility, a \$50 surcharge will be assessed.\*

**Policies:** It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the Bartlett Park District, Village of Bartlett and the State of Illinois in the use of this facility. A curfew of 11pm exists on weekdays and weekends in the Log Cabin. Any request for other hours must be submitted to the Park District for the approval of the Executive Director and the Board of Commissioners. Due to time constraints, all special requests may not be approved. Any person or corporation for-profit shall not use the building, facilities and/or equipment. **The renter must leave the facility clean and in good working condition or risk forfeiture of the key deposit and future rentals with the Bartlett Park District. The renter must bring his/her own cleaning supplies, including garbage bags.** Pets and animals are strictly prohibited from the Log Cabin. Smoking is not allowed inside the Log Cabin or within 15 feet of the facility outside. Alcohol is prohibited from any of the public parks or facilities including Bartlett Park. This facility is in a residential area and noise is a consideration. Renters shall not have music at a level where it disturbs the residents of the area. Renters, their guests, their vendors and any other person(s) associated with their rental are not allowed to drive vehicles onto the grass for any reason.

**Special Requests:** Groups of 100+ people, the sale of goods/services, rental requests past 11pm, 2+ nights of overnight use, advertising/commercial activities, religious or partisan political events, amplified sound, tents/stages/stands/canopies/scaffoldings/platforms/other structures, the use of any electrical or electronic device requiring auxiliary power, bringing/landing/ascending any flying machine or balloon, horse riding, mechanical rides, inflated space walks, dunk tanks, and media (except news transmissions)/motion pictures/commercial photography all require approval of Executive Director and possibly the Board of Commissioners. A minimum of \$1M in General Liability coverage and \$2 M Aggregate with a certificate of insurance naming Bartlett Park District as additional insured may be required for such special requests. **Requests for tents and amplified sound, if approved, will also require the renter to obtain permits from the Village of Bartlett and provide a copy of such permits to Bartlett Park District.** Band concerts are not allowed at this facility. Please list any special request(s) on page 2 of the request form and specify what you are requesting to have in the park. NOTE: Due to time constraints for board approval, all special requests may not be approved.

**Insurance:** The Park District provides no insurance for participants or groups using its facilities. Groups may be requested to provide a Certificate of Insurance signifying they have sufficient insurance coverage and/or naming Bartlett Park District as additionally insured.

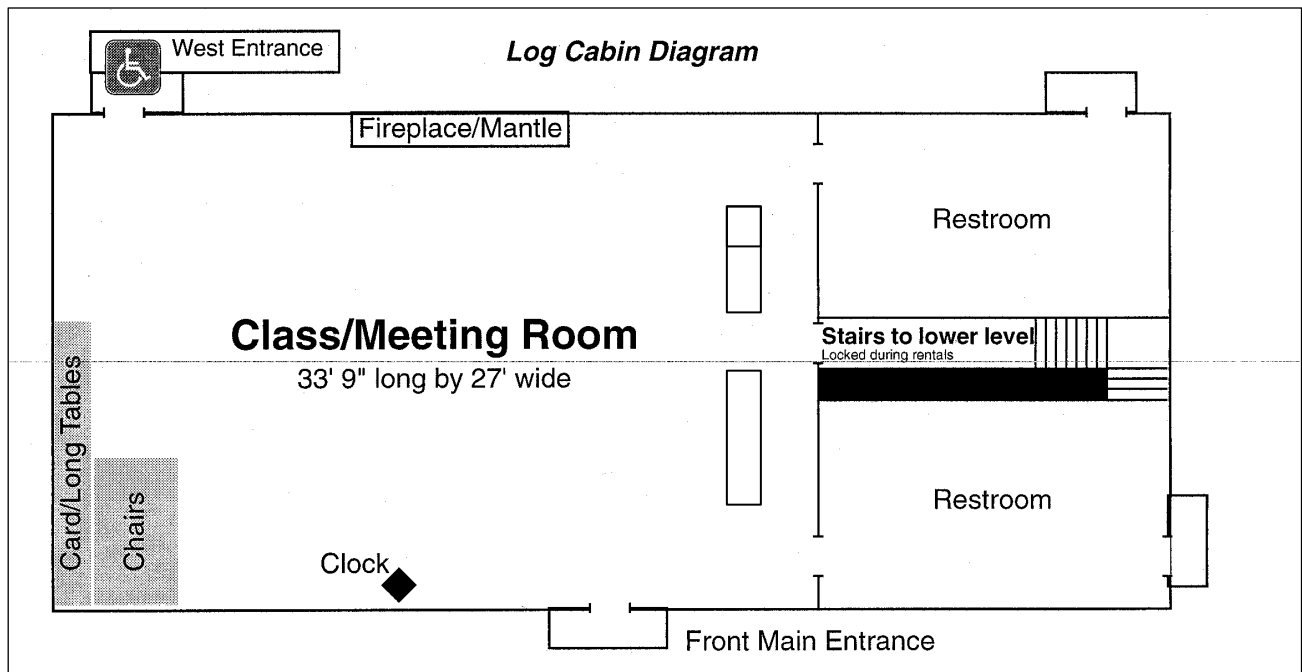
**ADA Compliance:** The renter agrees to comply with the intent of the Americans with Disabilities Act and not discriminate in any way against any person with a disability. If an accommodation due to a disability is required, the renter will be responsible for all arrangements and all fees required to meet compliance. The Log Cabin is ADA accessible by using the west entrance.

**The Park District reserves the right to enter the Log Cabin facility during any rental. Nonconformance with the Rental Request form will result in cancellation of the usage, even if the rental time has not ended, and forfeiture of all monies paid.**

*I have read and understand the Request for Rental of the Bartlett Park District Log Cabin Form and its stipulations and agree that my participants and I will follow them. I will inform and explain the stipulations to all guests and participants. I also understand that the Bartlett Park District and its employees will be held harmless for claims resulting from my rental.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Building Capacity:** Maximum of 50 standing or 40 seated.

**Equipment Available:** 2-six (6) foot tables, 7 card tables, and 40 plastic stacking chairs. Kitchen Sink and counter/buffet space with electric outlets

**\*The fireplace is for decoration purposes only. NO fires are permitted.**

**\*Any additional equipment brought in by renter must be done so within the rental hours.**

**Special Request(s):** I am requesting to have \_\_\_\_\_ during my rental, and understand it will require approval by the Board of Park Commissioners and Executive Director, and that proof of \$1M in general liability coverage and \$2M Aggregate may be required. I also understand that if I am requesting a tent(s) or amplified sound in the park that it will require me to obtain permits from the Village of Bartlett. I understand that even if my rental of the Log Cabin is approved, my Special Request(s) are not also automatically approved.

**PAYMENT DUE WITH RENTAL REQUEST. PLEASE RETURN FORM AND PAYMENT TO THE REGISTRATION COUNTER AT BARTLETT COMMUNITY CENTER. NO EMAILED FORMS ARE ACCEPTED.**

**CANCELLATION and RESCHEDULED RENTAL POLICY:**

Refunds will be given for Cancellations if a written notice is submitted to the Bartlett Park District within the hereby defined days. Request to reschedule rental will require written notice and will be charged accordingly within the hereby defined days. Security deposits will be refunded for all cancellations. FULLREFUNDS are not issued after booking is completed.

**20 days or more - \$35.00 fee**

**14 days or less no refund**

**INITIALS \_\_\_\_\_**

**FOR OFFICE USE ONLY**

Number of Hours: \_\_\_\_\_ \$ \_\_\_\_\_

Plus Security Deposit: \$ \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

FEE PAID \$ \_\_\_\_\_ CASH

CREDIT CARD # \_\_\_\_\_

CID# (On back signature panel) \_\_\_\_\_

**OFFICE INSTRUCTIONS**

- 1) Check date & time availability in Log Cabin Book.
- 2) Enter the first and last name in appropriate time slot.
- 3) Deposits and rental fees must be paid in full with form submission.
- 4) Attach check to form and secure in the Rental Folder.

CHECK CHARGE INITIALS \_\_\_\_\_

EXP. DATE \_\_\_\_\_ / \_\_\_\_\_

SIGNATURE \_\_\_\_\_

RENTAL APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

REFUND AMOUNT APPROVED \$ \_\_\_\_\_

DATE: \_\_\_\_\_