

PINCKNEYVILLE CITY PARK/LAKE FACILITY RENTAL REQUEST FORM

Please complete the form in its entirety and return it to the City Clerk's Office at City Hall. Please pay your rental fee at that time also. **Reservations will not be confirmed until rental fees are paid in full.**

Name of Renter (For a group, list group name and contact name): _____

Address _____ City/State/Zip _____

Phone Number _____ Reserve Date Requested _____

Purpose of Rental (i.e., family reunion, party, yard sale, etc.) _____ Event Time _____

Please note: Reservations will not be carried over from year-to-year. You must complete a new form and pay the fee for each reservation. Also, some events are of a nature that additional liability insurance may be required for the event; such as yard sales, auctions, other for-profit events. Additional liability coverage required at \$1,000,000 (\$2,000,000 aggregate) with City of Pinckneyville named as additional insured. Proof of insurance must be on file with City Clerk prior to event.

Please indicate the facility you are requesting to rent. *Please refer to map for facility location.*

CITY PARK PAVILIONS:

South Pavilion(\$25) (Site E) _____ North Caboose Pavilion (\$25) (Site B) _____

Front Gate South Pavilion (\$25) (Site D) _____ Midway Road Pavilion (\$25) (Site C) _____

Front Gate North Pavilion (\$25) (Site A) _____ Grandstand Exhibition Hall (\$100) _____

CITY LAKE PAVILIONS:

Lakeside Pavilion (\$25) (North side of boat ramp) _____

Lake Hill Top Pavilion (\$25) (North side of parking lot) _____

Your request will be processed and a rental confirmation notice will be sent to you. Please retain the confirmation notice as proof of your rental. If there is a conflict with the requested reservation date or rental facility you have requested, you will be contacted to resolve the conflict prior to confirmation being issued. Make checks payable to: City of Pinckneyville. Submit form and fee to City of Pinckneyville, 104 S. Walnut St., Pinckneyville, IL 62274. For questions, call (618) 357-5214.

Renter's signature on this form indicates renter and their party agree to comply with all Pinckneyville City Park rules and regulations.

Renter's signature _____ Date _____

-----**FOR OFFICE USE ONLY**-----

PINCKNEYVILLE CITY PARK/LAKE FACILITY RENTAL CONFIRMATION NOTICE

Name of Renter _____

Address _____

Phone Number _____ Reserve Date Requested _____

Purpose of Rental _____

Facility confirmed for rental _____

Fee Paid \$ _____ Date Fee Paid _____

Receipt Number _____ RSVP Booked _____

COMMENTS: _____