



RENTAL RESERVATION
Release and Waiver Form

Today's Date: _____

Name: _____ Phone: _____

Address: _____
(street address) (city, state, zip)

PORTER PARK CABIN (non-refundable)
6634 Windflower Lane, Roscoe
\$250 Village of Roscoe Resident
\$425 Non-resident
Rental hours 8am-10pm

LELAND PARK PAVILION (non-refundable)
10701 3rd Street, Roscoe
\$25 Village of Roscoe Resident
\$50 Non-resident
Pavilion hours 8am-10pm

Date of Reservation: _____

Method of Payment: Check # _____ Cash _____ Credit Card _____ Receipt # _____

Date key returned: _____

Table with 2 columns: PORTER PARK CABIN and LELAND PARK PAVILION. Each column contains rental details, rules, and prohibited items.

The responsible party/renter agrees to hold harmless the Village of Roscoe, its employees and officials from and against any and all claims, suits, actions, damages and/or causes of action arising during the term of this agreement...

The responsible party/renter further agrees to adhere to the rules and regulations of the Village of Roscoe and to be responsible for any damages to the property and/or facility that are a result of any action(s) of the participants at the function...

Applicant's Signature: _____

Village Hall Employee: _____

Subject to the Village of Roscoe Park Ordinances, you will be financially responsible for any damages.

PORTER PARK CABIN RULES

- Capacity not to exceed 60 people
- No smoking, no alcohol
- Bounce houses and dunk tanks are not permitted
- Cabin cannot be rented for commercial or for profit events
- No decorating with helium balloons inside the cabin
- Do not staple, tape or tack to the interior of the cabin
- Charges will apply for any damages and cleaning that has to be done

CABIN Cleaning Check List

Complete the following before you leave the cabin:

- Make sure the tables and chairs are cleaned and stacked
- Kitchen area is clean
- Bathrooms clean
- Indoor trash bags get placed in the trash containers on the patio
- Windows closed & locked
- Front AND back doors locked
- Turn the lights off
- The yellow key fob is left in the cabin

Was the cabin clean when you arrived? _____

Suggestions or comments: _____

Renter's signature: _____ Phone # _____

Date rented: _____

Any problems on the day of your event, please contact Rick at Public Works (815) 543-9097, for an emergency call 911.