



10631 MAIN STREET, ROSCOE, IL 61073  
PHONE: 815-623-2829 FAX: 815-623-1360

### RENTAL RESERVATION RELEASE AND WAIVER

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

Address \_\_\_\_\_

#### PORTER PARK CABIN (non-refundable)

Address: 6545 Windflower Lane, Roscoe

\_\_\_ Village of Roscoe Resident \$250

\_\_\_ Non-Resident \$425

Reservation Date: \_\_\_\_\_

Renters paying by check are required to pay two separate checks, one for the rental fee and one for the deposit fee of \$75.00

METHOD OF PAYMENT: Check \_\_\_ Cash \_\_\_ Credit Card \_\_\_ Receipt No. \_\_\_\_\_

Cabin key # \_\_\_\_\_ Key picked up by: \_\_\_\_\_ Date: \_\_\_\_\_

Key returned by: \_\_\_\_\_ Date: \_\_\_\_\_

#### LELAND PARK PAVILION (non-refundable)

Address: 5727 Broad Street, Roscoe

\_\_\_ Village of Roscoe Resident \$25

\_\_\_ Non-Resident \$50

Reservation Date: \_\_\_\_\_

METHOD OF PAYMENT: Check \_\_\_ Cash \_\_\_ Credit Card \_\_\_ Receipt No. \_\_\_\_\_

#### PORTER PARK CABIN rental hours 8am-10pm

An electronic key fob gives you access to the cabin from 8am-10pm on your rental date only.

After your event the cabin will be inspected. If it is found to be clean and undamaged you will receive a refund of \$75. After the key fob is returned to Village Hall your refund check will be mailed within 2-3 weeks.

The Village prohibits any type of bounce house or dunk tanks.

**Alcohol is not permitted at the cabin.**

#### LELAND PARK PAVILION rental hours 8am-10pm

The public bathrooms are unlocked and available for use. The electricity and outdoor water usage is no longer available for use at the pavilion.

The Village prohibits any type of bounce house or dunk tanks.

If alcohol is going to be consumed at the event, an Alcohol Permit application must be completed and approved. Consumption of beer and wine only will be permitted in the shelter area only.

**Effective January 1, 2020 alcohol will no longer be permitted at park rental facilities.**

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 for any personal injury, loss of life, property and/or damage to property sustained in, on or about the said premises, and from and against all costs, expenses and liability incurred for any such claims, the investigation thereof, or the defense of any action or process brought thereon and from and against any orders and/or judgements that may be entered therein.

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 for which the facility is rented or reserved.

Applicant's Signature: \_\_\_\_\_

Village Hall Employee: \_\_\_\_\_

## 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
- PLEASE LEAVE THE YELLOW KEY FOB 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 Public Works (815) 543-9097, for an emergency call 911.