



10631 MAIN STREET, ROSCOE, IL 61073
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PORTER PARK CABIN RENTAL RESERVATION RELEASE & WAIVER

Date of Event: Purpose of Event:

Rental Hours: 8:00 am – 10:00 pm Number of Guests (Max Occupancy 60):

Name:

Mailing Address:

Phone: Email:

PORTER PARK CABIN 6545 Windflower Lane, Roscoe

All renters will be required to provide proof of address at the time of reservation.(copy of driver's license)
Your reservation is not confirmed until payment has been received.

Village of Roscoe Resident Rental Fee: \$300.00 (non-refundable)

Non-Resident Rental Fee: \$500.00 (non-refundable)

Charitable Organization

- Capacity not to exceed 60 people
No alcohol allowed
No smoking allowed
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 or exterior of the cabin
Charges will apply for damages and any cleaning that has to be done
No food or drink upstairs
No unsupervised children upstairs

An electronic key fob gives you access to the cabin from 8am-10pm on your rental date only. You must pick up the key fob from Village Hall on the business day preceding your event. Key fobs must be returned to Village Hall the business day following your event.

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: Date:

Office use only

Method of Payment: Cash Check Credit Card Receipt Number:

Cabin Key # Key picked up by: Date:

Employee Initials: Key returned by: Date:

Cabin Cleaning Checklist

Complete the following before you leave the cabin:

- Tables and chairs are cleaned and stacked
- Kitchen area is clean
- Refrigerator/Freezer emptied
- Bathrooms are clean
- Indoor trash bags get placed in the trash containers on the patio
- Windows are closed and locked
- Front and back door are locked
- Turn the lights off
- Please leave the yellow key fob that keeps the door unlocked in the cabin.
- RETURN THIS PACKET WITH KEY TO VILLAGE HALL ON MONDAY BETWEEN 9-5**

Was the cabin clean when you arrived?

Suggestions or comments:

By signing below, I acknowledge that I have read and understand all the conditions of use and that I will complete the cabin cleaning checklist above.

Renter's Signature:

Any problems on the day of your event, please contact Public Works 815-543-9097. For emergencies, call 911.