



## **Park Pavilion Reservation Application**

Please complete the application and return it to Village Hall with a check or money order for the appropriate fees made payable to Village of Maryville. **All rental fees and deposits are due within 48 hours of the reservation booking.** The reservation will be forfeited if the application form, rental fee and deposit is not received within 48 hours of the booking. Persons whose name is on the application and are renting the location must be onsite during the entire rental time period.

### **Rental Fees:**

### **Cleaning Deposit**

Please provide a separate check.

### **Resident**

### **(Incorporated Maryville)**

### **Non-Resident**

Pavilion #4 (Firemen's Park)	\$200	\$100	\$200
Pavilion #8 (Pleasant Ridge)	\$200	\$100	\$200
Pavilions #1, #2*, #3, #6, #7 (Drost Park)	\$200	\$80	\$160

**Rental fees shall be charged for each reservation and are non-refundable.**

NOTE: -Pavilion #2 is not available for rent during the Khoury League Season, April 1 through July 31<sup>st</sup>.  
-Pavilion #5, along with the small pavilions in Drost Park by the playground areas and the small pavilion at Pleasant Ridge Park, are not available for rent.  
-Traditionally, the restrooms throughout our parks are open from April 1<sup>st</sup> to November 1<sup>st</sup>.

Upon receipt of the approved application, the applicant is required to provide the Village with any required certificates prior to the event. All rental fees and deposits are due within 48 hours of the reservation. (Event will be cancelled if required certificates are not filed in advance.)

A "Reserved" sign will be provided with the approved application and should be posted at the Pavilion the morning of the event.

Pavilion and surrounding area must be cleaned of all trash, food, decorations, and debris before applicant leaves. Your deposit check will be mailed to you 1 week after the event. Deposits made by cash are to be picked up at Village Hall after receiving notice of refund. Cash will not be mailed. Any BBQ grill fires that were started must be extinguished. Open / Pit burning is NOT allowed in any of the parks. If this is not completed the cleaning deposit will be forfeited.

As stated above a cleaning deposit is required for rentals. The deposit will be forfeited if damage, extra maintenance, negligence resulting in damage of any kind, or extraordinary cleanup occurs as a result of rental. Deposits will be refunded on the following conditions: (1) terms of your rental have been met, (2) facilities are left in good condition, (3) no extraordinary cleanup was required.

No permanent or damaging decorations may be used, including, glitter, staples, pushpins, nails, glue, screws, any tape, or sticky items that cause damage, etc. String and clean release painters' tape are permitted.

Trash is emptied from the pavilions on Monday and Friday mornings from April through October. Please remember that these are outdoor pavilions and are open to the outdoor elements, including wildlife.

Please call Village Hall at 345-7028 ext. 2321 (Melissa Bailey) to check availability or with any questions.

Hours are Monday - Friday 8:00am - 4:30pm - Closed on Holidays

Please call the Maryville Police Department at 618-344-8899 with any rental issues after hours.



## **Park Pavilion Reservation Application**

2520 North Center Street, Maryville, Illinois 62062

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Pavilion: # \_\_\_\_\_ Organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ (Closes at Dusk)

Description of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Will alcohol be present at event? YES \_\_\_\_\_ NO \_\_\_\_\_ (If YES, \$1,000,000 Liquor Liability Insurance is required)

Signed: \_\_\_\_\_  
Applicant Date

Approved: \_\_\_\_\_  
Authorized Village Official Date

Special Conditions: \_\_\_\_\_

\_\_\_\_\_  
(OFFICE USE ONLY)

Application Received Date and Time: \_\_\_\_\_

Certificate of Insurance Required: YES \_\_\_\_\_ NO \_\_\_\_\_

Liquor Liability Insurance Required: YES \_\_\_\_\_ NO \_\_\_\_\_

Copies provided to: 1. Applicant 2. Treasurer with payment 3. Police Department 4. Public Works