Park Pavilion Reservation Application

1. Complete application and deliver it to the Comptroller at the Village Hall, 2520 N. Center, Maryville, IL with a check or money order for the appropriate fee made payable to **Village of Maryville**.

2. Rental Fees:

	Resident (Incorporated Maryville)	Non-Resident
Pavilion #4 (Firemen's Park)	$50	$80
Pavilion #8 (Pleasant Ridge	$50	$80
Pavilions #1, #2*****, #3, #6, #7 (Drost Park)	$40	$60

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

*****Pavilion #2 is not available for rent during the Khoury League Season April 1 through July 31st.
NOTE: Pavilion #5 and the two small pavilions in Drost Park by the playground area are not available for rent.

3. Upon receipt of the approved application, the applicant is required to provide the Comptroller with any required certificates prior to the event. (Event will be cancelled if required certificates are not filed in advance.)

4. A copy of the approved application must be posted at the Pavilion the night before the event.

5. Pavilion and surrounding area must be cleaned before applicant leaves and any fires extinguished.

6. Call the Maryville Comptroller at 345-7028 ext. 2329 with any questions.

Applicant Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip code: _____

Pavilion: # _____ Organization: _____

Date of Event: _____ Hours of Event: _____

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_____

Comptroller provides copies to: 1. Applicant, by mail 2. Clerk for Web Page update
3. Police Department 4. Public Works, if needed

REVISED 2/8/2018