

# City of Highland Park Pavilion Rental Request

**For Office Use Only:** Rental # \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
 Name of Organization/Team (if applicable): \_\_\_\_\_  
 Address of Applicant: \_\_\_\_\_  
 Phone Number of Applicant: Home; \_\_\_\_\_ Cell; \_\_\_\_\_ Work; \_\_\_\_\_  
 Date Requested: \_\_\_\_\_  
 Hours Requested: \_\_\_\_\_ AM/PM Approximate Number of Guests \_\_\_\_\_

**~ Please note that in the event that a substantially higher number of guests attend, staff has the right to assess additional fees.**  
**\* Please Note: Forms must be completed and deposits must be received prior to confirming your reservation\***

**Resident:**  
 Fees & Security Deposit: A security deposit is required for anyone requesting a reservation for any park pavilion or group picnic area. For anyone wishing to reserve a pavilion or area, the department strongly recommends that you contact us at 654-6071 to verify the status of a particular pavilion or picnic area on a specific date.  
 1 - 50 Guests: \$10.00     51 - 100 Guests: \$10.00     101 - 150 Guests: \$10.00  
 Security Deposit \$25.00. Numbers over 150 persons, approval must be granted by the City Council  
**Pavilions requesting electric should add an additional \$10.00 to the established user fee.**

**Non-Resident Rates:**  
 Fees & Security Deposit: A security deposit and fee are required for anyone requesting a reservation for any park pavilion or group picnic area. For anyone wishing to reserve a pavilion or area the department strongly recommends that you contact us at 654-6071 to verify the status of a particular pavilion or picnic area on a specific date.  
 1 - 50 People: \$40.00     51 -100 People: \$100.00     101 - 150 People \$200.00  
 Security Deposit: \$100.00. Numbers over 150 persons security deposit is \$250.00 and be approved by the City Council  
**Pavilions requesting electric should add an additional \$10.00 to the established user fee.**

**Park Shelter Requested (Check One)**

PARK	Description	Select One	Lights	Restroom	Grills	Electric	Playground	Tables
Glik Park	JC Pavilion #1 (Next to Playground)	<input type="checkbox"/>	Yes	Yes	No	Yes	Yes	4
	Pavilion #2 (Large pavilion)	<input type="checkbox"/>	Yes	Yes	No	Yes	Yes	14
Silver Lake	Pavilion #1 (Volleyball Court)	<input type="checkbox"/>	Yes	Yes	Yes	Yes	Yes	8
	JC Pavilion # 2	<input type="checkbox"/>	Yes	Yes	Yes	Yes	Yes	8
	Pavilion #3	<input type="checkbox"/>	No	Nearby	Yes	No	Nearby	4
	Pavilion #4	<input type="checkbox"/>	No	Nearby	Yes	No	No	4
	Pavilion #5	<input type="checkbox"/>	No	Nearby	Yes	No	No	4
Spindler	Playground Pavilion	<input type="checkbox"/>	No	Yes	Yes	No	Yes	4
Hoffmann	Playground Pavilion	<input type="checkbox"/>	No	No	Yes	No	Yes	4

Person(s) using the City parks and park facilities do so at their own risk. The City of Highland and its employees are not responsible for damage to or loss of property of person(s) using parks or park facilities. The City and its employees are not responsible for any injuries that result while person(s) are using parks or park facilities.  
**BRINGING FIREWOOD ONTO CITY PROPERTY FROM OUTSIDE SOURCES IS PROHIBITED**

I, the applicant, have read and fully understand all of the rules and guidelines as attached necessary for the use of the City's Parks and facilities, and I will comply to the rules as attached.  
**APPLICANT'S MUST BE AT LEAST 18 YEARS OF AGE TO RESERVE A PAVILION**  
 Please provide valid Identification when making a reservation  
 Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**Please return the completed form to: Ryan Hummert, P.O. Box 218, Highland IL. 62249**

COPIES:  Parks Dept.  Police Dept.  
 Please complete (2) separate payments, 1 for deposit, 1 for rental payment ( if applicable)  
**Pavilion Rental Availability: Contact the WCC at 618-654-6071**

Security Deposit: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_  
 Park Shelter: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_  
 Electric Charge: \_\_\_\_\_  
 Security Deposit Refunded Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_