

# Tower Park Rental Agreement

4901 N. Prospect Road  
Peoria Heights, Illinois 61616  
(309) 686 - 2385

SPONSOR \_\_\_\_\_

SPONSOR ADDRESS \_\_\_\_\_

CITY, STATE, & ZIP \_\_\_\_\_

EVENT \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ EVENT DATE FROM \_\_\_\_\_ TO \_\_\_\_\_

CONTACT PHONE \_\_\_\_\_ EVENT TIME FROM \_\_\_\_\_ TO \_\_\_\_\_

CONTACT FAX \_\_\_\_\_ SET UP TIME FROM \_\_\_\_\_ TO \_\_\_\_\_

F.E.I.N. or SS # \_\_\_\_\_ TEAR DOWN TIME FROM \_\_\_\_\_ TO \_\_\_\_\_

SPECIAL ACCOMODATIONS (BARRICADES, STREET CLOSURES, ETC.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Nationally recognized charitable organizations charging admission, as part of fundraising effort, will be considered Non-Revenue Generating.*

		Fee
_____	Revenue Generating Event	\$1,000 per day
_____	Non-Revenue Generating Event	\$ 150 *

***Food vendors require an additional form.***

***\*Fee will be refunded at conclusion of event based on clean-up assessment.***

INSURANCE

NOTE: All events must carry \$300,000.00 General Liability. LIST THE VILLAGE OF PEORIA HEIGHTS AS ADDITIONAL INSURED and provide a copy.

LABOR REQUIREMENTS

A minimum of one designated custodial person is required for all events on site at all times during your event.

CLEAN UP REQUIREMENTS

If Peoria Heights Public Works must clean up after an event because of inadequate clean-up by a sponsor, sponsor will be charged standard labor rate for number of hours to clean up.

SEE OTHER SIDE FOR ADDITIONAL INFORMATION AND SIGNATURE.

ELECTRICITY AND WATER

The renter is entitled to normal electrical service and water as part of their rental. Events requiring unusual power or water will be handled on a case-by-case basis and may be charged additional fees for service.

LIQUOR

No liquor allowed in the park.

**RENTERS MUST SUBMIT A WRITTEN REQUEST FOR THE USE OF TOWER PARK NO LATER THAN ONE MONTH PRIOR TO THE REQUESTED RENTAL DATE. THE REQUEST SHOULD INCLUDE THE NAME OF THE PERSON / ORGANIZATION, DATE AND TIME OF THE EVENT, AND A BRIEF DESCRIPTION. REQUESTS SHOULD BE SUBMITTED TO THE ATTENTION OF THE VILLAGE ADMINISTRATOR, 4901 N. PROSPECT ROAD, PEORIA HEIGHTS, ILLINOIS 61616. THE REQUEST WILL BE PRESENTED TO THE VILLAGE BOARD FOR CONSIDERATION AT THE NEXT REGULARLY SCHEDULED MEETING OF THE BOARD OF TRUSTEES**

**RENTERS WILL BE REQUIRED TO PAY ALL FEES AND CHARGES TWO WEEKS PRIOR TO THEIR FIRST EVENT. AT THE CONCLUSION OF THE EVENT, THE RENTER WILL PAY ANY ADDITIONAL FEES INCURRED DURING THE EVENT. APPROVED CUSTOMERS WILL BE BILLED FOR ALL FEES AND CHARGES AFTER THEIR EVENTS. THESE CHARGES WILL BE DUE WITHIN 30 DAYS OF THE DATE OF THE INVOICE. A LATE FEE OF 1 ½% PER MONTH (18% ANNUALLY) WILL BE ADDED TO ALL ACCOUNTS NOT PAID IN THE SPECIFIED TIME.**

**I HEREBY AGREE TO OPERATE THE ABOVE-DESCRIBED EVENT IN ACCORDANCE WITH ALL THE REGULATIONS AND CONDITIONS IMPOSED BY THE LAWS OF THE STATE OF ILLINOIS AND THE LAWS, ORDINANCES, AND REGULATIONS OF THE VILLAGE OF PEORIA HEIGHTS FOR PUBLIC EVENTS. I UNDERSTAND ANY FALSE STATEMENTS COULD RESULT IN THE REVOCATION OR DENIAL OF THIS APPLICATION.**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**NAME OF CUSTODIAL PERSON**

\_\_\_\_\_  
**DATE**

OFFICE USE ONLY	
REVIEWED AND APPROVED BY:	
DATE OF APPROVAL:	