

Key(s) given: \_\_\_\_\_

Date Key(s) given: \_\_\_\_\_

Signature of person receiving Key(s)

Date Key(s) Returned: \_\_\_\_\_



Hampshire Park District  
182 S. State Street  
P.O. Box 953  
Hampshire, IL 60140  
847-683-2690  
Fax: 847-683-1741

## Hampshire Township Park District Room Reservation Form

Date of Event \_\_\_\_\_

Meeting Room (capacity 62-185) \_\_\_\_\_ Community Room (capacity 158) \_\_\_\_\_

Time of Day From \_\_\_\_\_ Until \_\_\_\_\_

Name \_\_\_\_\_  
(Name of Individual/Group)

Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip

Will you be providing and/or serving alcohol? \_\_\_\_\_  
*If YES, please ask staff for additional permit/insurance requirements.*

FEE SCHEDULE	RESIDENT	NON-RESIDENT	TOTAL
Individual	\$20.00/HR or \$100.00/DAY	\$30.00/HR or \$175.00/DAY	_____
Non-Profit Organization*	\$15.00/HR or \$75.00/DAY	N/A	_____
Business	\$20.00/HR or \$100/DAY	N/A	_____
Government Agency	TBD	N/A	_____
Security/Key/Cleaning Deposit**	\$100.00	\$100.00	_____
		<b>TOTAL FEES</b>	_____

*\*A non-profit group is defined as a civic, charitable, religious or youth serving group within the Park District boundaries. Proof of 501(c)3 status to accompany this form.*

*\*\*If a key is needed it will be available for pick-up 48 hours prior to the reservation. Failure to clean up AND RETURN THE KEY will result in a forfeit of the security deposit. Please do not use tape on any painted surface. The kitchen must be cleaned (countertops wiped down, sink clean), the floor must be swept and washed, and garbage taken to the dumpster at the maintenance building in order to receive the deposit refund. Any damage to the building or fixtures will result in the forfeit of the security deposit.*

**Payment in full, including deposit, is required when reservation is booked.**

*I/We the undersigned have received, are aware and will abide by the guidelines listed within the Hampshire Township Park District Agreement For Use of Facilities.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please contact Kim at 224-365-9354 if there is an emergency after regular business hours.**