

Date received: _____
 By: _____
 Amount refunded: _____
 Date: _____



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
 Pavilion/Picnic/Party Reservation Form
 Seyller, Schmidt or Rackow Park**

Date of Event _____

Facility Reserved:

- Ralph Seyller Park Pavilion _____ Horseshoes _____ (\$20 refundable deposit required)
- Dorothy Schmidt Park Pavilion*(small) _____ (large) _____
- Rackow Park Shade Structure _____
- Hines Pavilion (Rackow Park Woods) _____

*A Port-o-let is not available at this location unless paid for by the renter for the event.
 Please note that we cannot reserve playgrounds or the splash pad. We are providing tables/shelter, but the public can still at the facility during your rental. Rain dates/refunds are not offered, however, a second date can be reserved if paid. The Community Room can be rented as a back-up.

Time of Day From _____ Until _____

Name _____
 (Name of Individual/Group)

Email _____
 Home Phone _____
 Cell Phone _____

Address _____
 Street City Zip

Will large equipment (moonwalks, dunk tanks, petting zoo, etc.) be brought in that day? _____
 If YES, certificate of liability insurance from the company providing the service and proof of license is required.

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

How many people will be attending? _____ 1-100 _____ 100+
 If over 100 people the individual/group will have to provide a dumpster and an ADA Port-O-Let at any park that is rented.

FEE SCHEDULE FOR	RESIDENT	NON-RESIDENT	TOTAL
1-4 hours (Seyller, Schmidt)	\$90.00	\$105.00	_____
Additional hours over 4	\$20.00 (per HR)	\$25.00 (per HR)	_____
Horseshoe Deposit (refundable)	\$20.00	\$20.00	_____
Reservation Deposit (refundable)	\$65.00	\$65.00	_____
		TOTAL FEES	_____

***50% DISCOUNT ON RENTAL FEES FOR NON-PROFIT ORGANIZATIONS THAT ARE WITHIN THE HAMPSHIRE TOWNSHIP BOUNDARIES**
 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.

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. I/We understand that if the equipment rented is not returned or returned damaged we forfeit the deposit fee.

 Signature of Applicant Date