



PLAINFIELD PARK DISTRICT – OTTAWA STREET POOL
BIRTHDAY PARTY & PRIVATE RENTAL APPLICATION

2011
APPLICATION

CONTACT INFORMATION

Contact Name: _____ Organization: _____
Address: _____ City: _____ Zip: _____
Phone (H): (____) _____ Phone (C): (____) _____ Phone (W): (____) _____

RENTAL INFORMATION

Date of Rental: ____/____/____ # of Guest Expected: _____ # of Guest over Head Count: _____

PRIVATE RENTAL Rental times are two hours long. Fee of \$240.00 includes admissions for up to 40 guests, each additional guest over 40 is \$4.00. All guests attending the rental are included in the head count. Full payment is due at the time of the reservation. In the event of a cancellation, a 48 hour advanced notice is required.

Monday – Friday (8:30 – 10:30 pm) Saturday & Sunday (8 – 10 pm)

BIRTHDAY PARTY Rental times are two hours long during regular hours of operation. Fee of \$100.00 includes admissions for up to 20 guests, each additional guest over 20 is \$4.00. All guests attending the rental are included in the head count. Full payment is due at the time of the reservation. In the event of a cancellation, a 48 hour advanced notice is required.

Monday - Friday (2 – 4 pm) Saturday & Sunday (2-4pm)
 Saturday & Sunday (4-6pm)
 Saturday & Sunday (6-8pm)

Other Please Specify _____

Special Arrangements: Yes No If so, please specify: _____

AGREEMENT/ PAYMENT INFORMATION

By signing this form, I acknowledge that I have read and agree to abide by all Park District rules and regulations.

Signature: _____ Date: ____/____/____

If authoring the Plainfield Park District to charge your credit card for the amount of the rental, please provide us with the information below:

Payment Amount: \$ _____ Check Payable to Plainfield Park District (ck #: _____) Cash Payment
 Visa Mastercard

OFFICE USE ONLY

Reservation #: _____

Type:	Rental Fee:	Additional Fee:	Total Payment Due:	Amount Received:
<input type="checkbox"/> Private Rental				
<input type="checkbox"/> Birthday Party				

Application Approved: Yes No Date Approved: ____/____/____ If not, please specify: _____

Manager Signature: _____ Date: _____ Head Guard Signature: _____ Date: _____