



ROBBINS PUBLIC PARK RESERVATION REQUEST

NAME: _____
 COMPANY/GROUP: _____
 STREET ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 DAY PHONE: _____ NIGHT PHONE: _____

DATE OF EVENT: _____ EXPECTED ATTENDANCE: _____

Set-up Time: _____ Event Starting Time: _____ Event Ending Time: _____

Venue Requested? (Tracey Brown, Milliken Park, or Greenspace) : _____

DESCRIBE YOUR EVENT IN DETAIL: _____

Fees & Charges:

1 – A \$100 refundable security deposit must be paid in full at the time of application to reserve the above requested date(s). Deposit will be refunded within ten business days following the event if the facility is left clean and undamaged.

2 – **Town Resident Rate:** \$200 per day
Non-Resident Rate: \$300 per day
Non-Profit/Government Rate: \$150 per day - Documentation must be provided.

3- The rental rate must be paid in full at least 48 hours in advance of the event. All rentals include use of a portable restroom.

General Information:

1 – Will additional trashcans be needed: ☐ Yes ☐ No If yes, how many? _____
 2 – Will you need electricity? ☐ Yes ☐ No
 4 – Will you be using the concession stand? ☐ Yes ☐ No
 5 – Will you be needing restrooms unlocked? ☐ Yes ☐ No

I/We agree to be fully responsible for the facilities per conditions as outlined on the back of this reservation request. I understand that this request should be returned to Town of Robbins Town Hall prior to the desired event date.

SIGNATURE: _____ **DATE:** _____

FOR DEPARTMENT USE ONLY

Town Resident _____ Non-Resident _____ Nonprofit/Government _____
 \$100 Security Deposit Paid by: Cash _____ Check # _____ Credit _____ Date: _____
 Rental Amount Paid: \$ _____ Paid by: Cash _____ Check # _____ Credit _____ Date: _____
 Event Approved by: _____ Date Entered on Calendar: _____
 Event Cancelled _____ Eligible for Refund _____ Amount \$ _____ Date Refund Requested: _____

Attachment B

LEASING AND RENTING

The Town of Robbins Sanctions the use of the Greenspace and Stage, provided the use does not interfere with regular Town functions and operations. This area may be rented to individuals or other types of legal entities, subject to the terms and conditions listed herein and elsewhere within the Code of Robbins.

APPLICATION

Application to use this venue shall be made on a prescribed form obtainable from Robbins Town Hall located at 101 N. Middleton St. Applications are subject to the approval of the Robbins Board of Commissioners or their designee.

GENERAL CONDITIONS

1. Alcoholic beverages are generally prohibited. Non-profits may provide alcoholic beverages with proof of proper permitting & additional requirements including security.
2. The Greenspace is open from 6am – 11pm. No activities may take place after the curfew time unless approved by the Board of Commissioners or their designee.
3. Items such as vehicles, inflatables, dunking booths, tents with floors, tractors, heavy machinery, etc. shall not be parked or driven on any area of grass at any time. **If items are placed on the grass area without permission, the security deposit shall not be returned, and renter shall be billed for any damages.**
4. **If grass area is wet and it is determined that the items you would like to place in the grass will cause damage, the grass area will not be available for use.**
5. The person/organization renting the facility shall pay for and maintain, at all times during the individual or entity's use of the facility, **Comprehensive and General Liability insurance coverage** with primary limits of liability of no less than **one million dollars (\$1,000,000) per occurrence** for bodily injury and property damage.
6. The person/organization renting the facility must designate a representative who will be responsible for all phases of the event and who will be on site the entire time the event is taking place.
7. As appropriate, the renter is responsible for procuring the services of properly trained security/law enforcement personnel.
8. A portable restroom facility shall be provided by the Town and is included in your rental fee.
9. Portable Grills shall not be placed on any grass areas. They shall be placed in a designated location.
10. No items may be sold, displayed, given, or exhibited on the premises, without prior approval of the Robbins Town Manager.
11. The Robbins Police Department and Town Staff shall have access to all areas of the space at all times before, during, and after the event.
12. The person/organization renting the facility is responsible for cleanup following the event. The facility must be cleaned prior to the normal park closing time on the day of the event. Failure to clean up shall result in the loss of the security deposit.
13. No items may be attached to any area of the stage structure, trees, bushes, poles, or artwork in the space.
14. Signs may not be placed in the area without written permission from the Town Manager.
15. Tents may be set up in the greenspace, however, if they need to be staked, they shall be placed in designated areas. Final and placement must be approved by the Town Manager or his designee.
16. Anyone using a tent (700 sq. ft. or larger) is responsible for obtaining the appropriate inspections from the building inspector, fire marshal and any necessary zoning permits prior to the event.
17. Failure to adhere to these guidelines shall subject future rental applications to denial.

Attachment B

18. Limited electricity is available in the Greenspace/Stage area. If you require additional electrical service to run other items, electrical problems will occur. If more power is needed than we can accommodate, we recommend that you use generators for your event.
19. The Town of Robbins reserves the right to cancel any event, at any time, based on rental agreement violations.
20. The Town of Robbins reserves the right to co-sponsor an event.
21. A user fee shall be charged to all applicants for the use of the Greenspace/Stage. All applicants are subject to the following charges:
 - a. Security Deposit - \$100 (this refundable fee must be paid at the time of application)
 - b. Town Resident Rate - \$200
 - c. Non-Resident Rate - \$300
 - d. Nonprofit/Government Rate - \$150
 - e. The Rental Rate must be paid at least 48 hours in advance of the event.
22. **Refund Policy:**
 - a. No rescheduling will be permitted, nor credit or refund given, if the individual or group cancels less than five (5) business days before the event.
 - b. If an amendment is requested at least five (5) days prior to the date the event is to be held, all fees charged can be applied to a new or changed date. This is subject to review and approval by the Town of Robbins on a case-by-case basis.
 - c. If the person or group cancels the rental reservation between five (5) and thirty (30) days' notice, a 50% refund will be issued to the renter.
 - d. The Town of Robbins reserves the right to cancel reservations if such a cancellation is deemed to be in the best interest of the Town, or if the facilities are closed due to an Act of God. A full refund will be issued to the renter in the event of the town cancelling the reservation.

Signature: _____

Date: _____