



## Village of Freeburg Park Gazebo Reservation Form

Completion of this form does NOT confirm or guarantee your reservation. A Freeburg employee will follow up once payment is received and the reservation is confirmed.

### Applicant/ Contact Information:

Name: \_\_\_\_\_

Group Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Work Number: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Reservation Information:

Date of Reservation Request: \_\_\_\_\_ (Month/Day/Year) **(Hours of Operation 8:00a.m. - 10:00p.m.)**

Arrival Time: \_\_\_\_\_ AM PM Departure Time: \_\_\_\_\_ AM PM

Purpose: \_\_\_\_\_ Number of People Planned to Attend: \_\_\_\_\_  
(Be specific: wedding, photos, rehearsal, party, etc.)

Will you be using amplified sound? Yes No If Yes, what time frame?: \_\_\_\_\_

I have read all of the rules and regulations and understand them. I agree to abide by and will ensure that the members of my group abide by these rules and regulations. I also understand that a failure to abide by any of these regulations will result in my security deposit being forfeited. I understand that I am responsible for leaving the gazebo and surrounding area in the same condition as upon my arrival and that my security deposit will not be returned if the property or facilities are damaged or require reasonable clean-up. I understand that the park may be in use by other individuals. As the permit holder, I understand that I must be on site for the permitted time. I also understand that this agreement of understanding must be signed or this permit is void.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

PAYMENT METHOD: CASH \_\_\_\_\_ CHECK \_\_\_\_\_

# Village of Freeburg Gazebo Rental Information

## Request Process:

To submit a request to reserve the Gazebo at the Village Park, follow the procedures below:

1. Phone Village Hall at 618/539-5545 and provide the date and time desired. If available, the applicant will be given a tentative hold and the Gazebo Rental form will be mailed.
2. The applicant will have one week from the receipt of the application to submit the completed application, rental fee and security deposit. It is important to note that if payment is not received within one week, the reservation will be canceled.
3. Once Village Hall has received the completed application, rental fee and security deposit in the allotted time frame, the request will be processed and a permit will be provided to the applicant. It is the responsibility of the applicant to bring the permit to the event.

If the applicant listed on the application does not receive the proper paperwork within the allotted time frame, please contact Village Hall to check on the status of the application.

## Fees & Payment Information:

The Rental Fee (includes electricity) is as follows:

**Village of Freeburg Residents - \$50.00**

**Non-Residents - \$75.00**

Security Deposit:

**\$100**

The Gazebo has a 50-person capacity.

Payment (fee and deposit) is due at the time of reservation along with completed permit. Security deposit must be on a separate check than the rental fee. Renters who abuse the facility rental rules, gazebo or surrounding area may be subject to forfeit the full amount of security deposit. Security deposits are held by the Village and not deposited unless it is not returned. Security deposits will be returned (if applicable) within one week of your event. Deposits will be available for pick up if desired. Checks should be made to The Village of Freeburg.

## Applicable Policy Summary:

Applicants will have full use of the Gazebo at the Village Park for the allotted time on the permit. However, the park will remain open to the general public at all times. Customer reservations are not allowed on any Village of Freeburg event dates, i.e. concerts, ceremonies, festivals. Reservations are limited to one a day, and are not to exceed 10:00 p.m. that day.

## Alcohol

Alcoholic beverages are prohibited.

## Clean Up

Applicants are responsible for the clean-up of the facility.

## Liability

The Village of Freeburg will accept no liability for individuals, groups or organizations using the Village of Freeburg Gazebo.

## Security

The person whose signature appears on the permit must be at least 21 years of age and be physically present during the reservation time on the permit.

Designated Village of Freeburg employees may spot check activities at the Gazebo to insure Village ordinances, regulations and policies are being met. Permit holder(s) must have the permit available to present to Village employee or law enforcement.

## Fires

We do not allow any fires in the park.

**Restrooms**

Due to the lack of on-site restrooms, any events scheduled for more than 2 hours, the renter will be required to provide one portable toilet per 100 people expected. The renter is responsible for contacting the company for the delivery and pick up of toilets and all associated fees. The reserving party shall contact the Village Office for a designed location for toilets. Toilets are required to be removed within 24 hours of the event.

**Music Entertainment**

Amplified sound is allowed to reach a volume that is not plainly audible to someone at a distance of 100 feet from the perimeter of the park. Amplified sound is only permitted between the hours of 9:00 a.m. and 9:00 p.m. and can only take place within the time frame stated on the rental permit.

**Damage to Gazebo/Park**

No decorations may be hung on the gazebo with the exception of use of the hooks already placed there by the Village. Any added hooks, nails, etc. will result in forfeiture of the security deposit. Financial responsibility for any damage or extraordinary conditions to gazebo and or surrounding grounds beyond normal wear and tear resulting from the use of the Village Park and Gazebo must be assumed by the person whose signature appears on the permit.

**Electricity**

There are eight 120 volt outlets located at the gazebo. It is the renter's responsibility to make sure that the lock box is locked following the event.

**Registration**

Starting the first Monday in December, reservations for the next year will be assigned at the time of the request on a first come, first served basis, for Village of Freeburg residents only. Non-residents may make gazebo reservations starting January 1<sup>st</sup>.

**Cancellation Policy**

If notification is given five business days or more in advance of the reservation, a refund minus a \$10.00 cancelation fee will be mailed to the applicant within 10 business days. If notification is less than five business days, there will be no refund of the reservation fee.

**Change in Reservation**

If a request for a change to the reservation is made five business days or more in advance of the reservation, then a new application must be completed and a \$5.00 processing fee will be charged. Weather or other conditions may require the village to cancel a reservation, at which time, applicant will be notified and the reservation fee will be refunded in full.

**I.D. Required**

To protect Village of Freeburg residents' privilege to early registration and the lower fee, and to assure the applicant is 21 years of age, we will require a driver's license or other suitable proof of identification and residency.

The Village of Freeburg reserves the right to deny a reservation if the person or group has caused previous damage to any Village of Freeburg property.

**I have read the rules for the Village of Freeburg Gazebo and agree to abide by these rules for the duration of my reservation.**

---

(Customer Signature)

---

(Date)