

Hanover Park Park District  
Community Center 2nd Floor Rooms  
**RENTAL APPLICATION**

Today's Date: \_\_\_\_\_

**Rental Information:**

Date Requested: Day: \_\_\_\_\_ Date: \_\_\_\_\_ Hrs Requested: From: \_\_\_\_\_  
To: \_\_\_\_\_

Type of Function:  
\_\_\_\_\_

Equipment Needed: \_\_\_\_\_ Music: Yes \_\_\_ No \_\_\_ If yes, type planned:  
\_\_\_\_\_

Total Number Attending: \_\_\_\_\_ Catering: Delivery Only \_\_\_\_\_ Delivery &  
Service \_\_\_\_\_ Certificate of Insurance &  
Agreement Required \_\_\_\_\_ Date

Received: \_\_\_\_\_

**Renter's Information** (Renter must be at least 21 years of age and be in attendance during the entire rental)

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

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

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_  
Cell: \_\_\_\_\_

**Signature of Renter:** \_\_\_\_\_

Certificate of Insurance Needed: Yes \_\_\_ No \_\_\_ If yes, date received: \_\_\_\_\_

**Security Deposit Required:**\$ \_\_\_\_\_ .00 **Date Paid:** \_\_\_\_\_ **Receipt#:**  
\_\_\_\_\_

***Total Rental Time:*** \_\_\_\_\_ ***Hours***      ***Fee Per Hour:*** \_\_\_\_\_

***Fees:*** *Rental fees are due 30 days prior to event. Cash or credit card payment only if payment is made less than 30 days prior to event.*

**Total Fees:** \$ \_\_\_\_\_

***Prepared by:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

**OFFICE USE ONLY**

*Refund of Security Deposit:* \$ \_\_\_\_\_ .00      *Date Refunded:* \_\_\_\_\_      *Receipt#:* \_\_\_\_\_

*Deposit Withheld:* \$ \_\_\_\_\_ .00      *Authorized by:* \_\_\_\_\_

*Reason for Withheld Deposit:* \_\_\_\_\_

*Payment Due Date:* \_\_\_\_\_      *Paid Date:* \_\_\_\_\_      *Receipt #:* \_\_\_\_\_