

Pinckneyville Community Center Rental Request Form

Please complete this form in its entirety and return to the City Clerk's Office at City Hall. Please pay your rental fee at that time.

Name of Renter

(For a group, list group name and contact name): _____

Address: _____ City/State/Zip: _____

Phone Number: _____ E-mail Address: _____

Reserve Date Requested: _____ Event Timeframe _____ to _____

Purpose of Rental (i.e. family reunion, shower, reception, party, meeting, etc.) _____

Rental Options:

_____ Pinckneyville Community Center with Kitchen \$100.00
(please write two checks to the City of Pinckneyville: one for \$75.00 and one for \$25.00)

_____ Small Conference Room for meeting
(please write one check to the City of Pinckneyville for \$50.00)

Please note: Reservations will not be carried over from year-to-year. You must complete a new form and pay the fee for each reservation. Also, some events are of a nature that additional liability insurance may be required for the event; such as yard sales, weddings, auctions and other for-profit events. Additional liability coverage required at \$1,000,000 (\$2,000,000 aggregate) with City of Pinckneyville named as additional insured. Proof of insurance must be on file with City Clerk prior to event.

Please leave the facility in the condition in which it was found. Trash should be taken out to the dumpster in the back of the building. You may enter through the East Door or the West Door. There is an elevator when you enter through the East Door.

If there is a conflict with the requested reservation date or rental facility you have requested, you will be contacted to resolve the conflict prior to confirmation being issued. Submit form to City Clerk's Office at City Hall, and fee to City of Pinckneyville, 104 S. Walnut St., Pinckneyville, IL 62274. **For rental inquiries or questions about the facility, please call (618) 317-7302.** For questions regarding payment or refunds, please call 618-357-6916. Renter's signature on this form indicates renter and their party agree to comply with all Pinckneyville Community Center rules and regulations.

Renter's Signature: _____ Date: _____

-----**FOR OFFICE USE ONLY**-----

Facility Confirmed for Rental: Community Center w/ Kitchen _____ OR Small Conference Room _____

Fee Paid \$ _____ Date Fee Paid _____

Comments: _____ 9/20