

PIONEER PARK SHELTER RENTAL PROCEDURE

To: Individuals or Groups registering for Pioneer Park Shelter Rental

Thank you for your interest in renting the Village of Hinckley's Pioneer Park Shelter House. The registration process is handled through the Hinckley Village Clerk's Office. The procedure for rental of the building is given below. Please read carefully as there have been changes from previous years.

If you have any questions please feel free to contact the Clerk's Office at 815-286-3836. The Clerk's Office is located at 720 James Street in Hinckley. Office hours are 8:30 a.m. – 5:00 p.m. Monday through Friday.

GENERAL INFORMATION FOR RENTAL OF PIONEER PARK SHELTER

Rental Fee:

\$50 resident of Hinckley Fire District / \$200 non-resident

The rental fee is to be paid within 1 week of making the reservation. Please call to reserve your chosen date before sending in your payment. This check will be cashed upon receipt to hold the reservation date. If not received, the rental date will be released.

Damage Deposit:

\$200 deposit to be paid when shelter key is picked up.

The damage deposit check will be held until after the rental date. The check will be returned in full to the renter if no damage expense is to be charged and the key has been returned. If the key has not been returned or damage to the park property is noted, the check will be cashed and the renter will be contacted by the Village Clerk's Office.

Key Pick-up:

The shelter key may be picked up on Friday before a weekend rental or the day before a midweek rental from the Village Clerk's Office. The key must be returned to the drop box in front of the Village Office by 8:30 a.m. the day following rental. The clerk's office is NOT OPEN ON SATURDAY, so do not forget to pick up the key by Friday.

Hours of Rental:

Dawn-Dusk

Use of Alcohol:

Alcohol is allowed for individual consumption as per state law.