



Hoopeton Municipal Building

# City of Hoopeton

301 W. Main St.  
Hoopeton, Il 60942  
(217) 283-5320  
Fax: (217) 283-7965

## CITY OF HOOPESTON

### McFerren Park

### POLICIES / USE OF RENTAL SHELTERS

Reservations are taken at City Hall Administration Office  
Beginning January 2<sup>nd</sup> of each year for that calendar year  
Monday – Thursday 8a.m. – 3p.m. Friday 8a.m. – 1p.m.

301 W Main Street Hoopeton, Illinois  
217-283-5833

***A non-refundable \$25.00 rental fee is due at the time of your booking.  
NO reservations will be made without payment.***

Shelter to be reserved:  Jaycee  Legion  Crabtree  
 Lion's Club East  Lion's Club West  Gazebo

Use of bounce house/inflatables: Y/N Valid insurance submitted: Y/N Fee Paid: Y/N  
Please see #5 and #14 on page 2 of Shelter Policy

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_  
Type of Event: \_\_\_\_\_ Number of Attendance: \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
Date Paid: \_\_\_\_\_ Check: \_\_\_\_\_ Cash: \_\_\_\_\_ CC: \_\_\_\_\_

In signing this request, I assume all responsibility for abiding by the rules and regulations,  
which have been outlined in this form.

\_\_\_\_\_  
(Signature of Tenant)

\_\_\_\_\_  
(Date)

## SHELTER POLICY

1. A **non-refundable** \$25.00 rental fee is due at the time of booking, as well as a \$25 nonrefundable fee for each bounce house or inflatable if used on park property. **NO** reservations will be made without payment or **valid** insurance submitted for inflatables. (See number 5 & 14 below)
2. **NO** reservations or payment can be made over the phone. Reservations requested after 12pm on a Friday will not be accepted for that same weekend.
3. The rental period is for one (1) day only, no multiple day reservations.
4. Event must observe park hours.
5. **NO** unauthorized vehicles or equipment are allowed on grass for any reasons unless approved in advance by the park committee, this includes bounce houses or water inflatables.
6. **NO** open fires or ground fires are allowed on park property.
7. **NO** alcoholic beverages are permitted on park property.
8. Limited electricity is available at most shelters. Please check prior to your reservation.
9. All tables must remain under shelter. Staples or nails shall not be used on tables or anywhere on the rental facility.
10. Upon leaving, please clean up tables, place all trash in containers and pick up litter pertaining to your event. Groups who leave the area in un-favorable conditions will not be allowed to rent the facilities in the future.
11. Disorderly conduct will not be tolerated. This includes using loud and abusive language, breaking tree limbs, damaging property signs or removing furnished property, etc.
12. Any damage incurred to park property will be the responsibility of the group or individual.
13. Cancellations must be made at least 14 days prior to the event to receive credit for a future shelter rental in the same year. **NO** credit or refund will be given for inclement weather.
14. All organized events which the public is invited to must provide a One-Million-dollar Certificate of Liability Insurance which names the City of Hoopston as the additional insured for the date and place of your event. Proof of insurance must be on file at the administration office at least 14 days prior to your event. This includes all fundraisers and **any event** that includes inflatables.
15. **No** sale of food items permitted without the permission of the park committee/administration and a permit from the Vermilion County Health Department. A copy of the permit must be received 14 days prior to the event.
16. Not for profit groups renting facilities for any type of fundraiser must keep all activity/items in that area. No items shall be left in or on shelters. Any items left over must be hauled off park property by the group/tenant.