

NOTICE

Rental fee may be paid by cash or check. If you are paying by check for the rental portion, the check name and the Rental Application information must match. **The Security Deposit must be paid with a separate check by the same person renting the building.**

After your event inspection, your deposit check may be picked up or it will be shredded. Please specify when placing your reservation how you would like this handled.

Checks will be made out to the VILLAGE OF CRESTON.

You may enter your rental building no earlier than 8:00am.

The keys for your building rental may be picked up at the Police Department between 8:00am and 4:30pm on the Friday before your reservation unless otherwise specified.

After your event, the keys may be dropped in the night drop beside the front door of the Police Department.

If you stated that you would pick up your security deposit, you may do so on the Tuesday following your event provided that your rental building passed inspection. Please call before you come in.

Security deposit checks not picked up will be shredded on the Friday following your event.

CRESTON COMMUNITY PARK RENTAL APPLICATION

Applicants Name: _____ Today's Date: _____

Address: _____

Village Resident: Yes _____ No _____

Building wishing to rent: _____ Date of Rental: _____

Purpose of Rental: _____ Est. Number of people: _____

AGREEMENT

I have been given and have read the Creston Community Park Rental Agreement Rules and Regulations and I agree and will abide by the rules set forth by the Creston Community Park Committee and Village Council. I also agree that I will be present at the event. I understand that if I am faxing in my application or calling in to confirm a rental date in the current year, my confirmed rental date will be held for ten (10) days upon the Village of Creston's receipt of my application or the date of my call. If you are calling about a rental date for the new year, you can do so no earlier than December 1st of the current year and the Rent and Security Deposit must be received by January 15th of the upcoming new year. I agree that the Rent and Security Deposit must be received by the Village of Creston within the hold period for current year and upcoming new year or the rental date will be forfeited.

Applicants Signature: _____ **Today's Date:** _____

Office Use Only

Amount of fee received _____

Rental Fee Check Number _____ Deposit Check Number _____

Approved by: _____ Date _____