2016 Party Wagon Agreement and Lottery Form

Lombard PARK DISTRICT

2016_____
Last Name

Rec'd

Wagons may only be used once per location per year by residents of the Village of Lombard and Lombard Park District. Return to Lombard Park District 820 S. Finley Rd. Lombard, IL 60148
FAX: (630) 620-0762, **PHONE:** (630) 620-7322

NOTE FOR BLOCK PARTIES: You must contact the Village of Lombard Public Works Department at (630) 620-5740 to receive a permit to close down the street for a block party.

RESERVATION/LOTTERY INFORMATION

Contact Person: _____ Organization (*if applicable*): _____

1st CHOICE Day and Date of Event: _____ ***2nd CHOICE*** Day and Date of Event: _____ Time of Event: _____

Address: _____ Phone: _____

Alternative Phone: _____ E-mail: _____

Would you like to be included in the weekly e-newsletter? ☐ YES ☐ NO

Would you like to be included in the 2014 Party Wagon reminder e-mail? ☐ YES ☐ NO

PARTY WAGON CONTENT INFORMATION

Party Wagon Contents *(Check off items requested)*: ☐ 100 chairs ☐ 10 tables ☐ 10'x10' canopy tent ☐ Charcoal barbecue grill

☐ Bean bag game ☐ Sound system: *2 speakers, 1 microphone and 1 microphone stand. The sound system may be used as a PA system, or to plug in a CD player, iPod, radio/tape deck (cords are not supplied).* ***NO*** *musical instruments of any kind may be plugged into the system.*

DROP OFF INFORMATION

Please leave the party wagon: *(Check one)*

☐ in the driveway *(must be visible from the street)*

☐ on the street

Please note: The contact person or a responsible party age 18 or older, must be available on-site to receive the key at the drop-off. *

Saturday and Sunday Rentals: Drop-off on the Friday prior to the event between 10 a.m. – 1 p.m. and picked up the following Monday between 7 – 8 a.m.

Friday Rentals: Drop-off on the Thursday prior to the event between 10 a.m. – 1 p.m. and picked up the following Monday between 7 – 8 a.m.

Monday through Thursday Rentals: Drop-off on the day prior to the event between 10 a.m. – 1 p.m. and picked up the day after the event between 7 – 8 a.m.

*** If you cannot be home at the time of drop-off to accept the key for the party wagon, you may arrange to pick up the key during regular business hours at Sunset Knoll Recreation Center, 820 S. Finley Road.*** The facility is open Monday – Friday 7 a.m. – 7 p.m. and Saturday 8 a.m. – 1 p.m. If you do not pick up the key during regular business hours, your wagon will not be able to be unlocked. Please contact Laurie Finn at (630) 620-7322 to arrange a key pick-up.

☐ I, or a responsible party age 18 or older will be home at the time of drop-off. ☐ I will arrange to pick up the key at Sunset Knoll Recreation Center.

PARTY WAGON CHARGES

In the case of any damage or loss of the Party Wagon and/or its contents, or said items are not returned clean and in good repair, I authorized Lombard Park District to charge my credit card for the cost of the cleaning and/or organizing, repairs, and/or replacements for the Party Wagon and its contents. I further authorized a charge of $25.00 to my credit card for any key not returned with the Party Wagon. (Visa/Mastercard or Discover only)

Credit Card Number: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiration: _____

Name on the card: _____ Signature: _____ Date: _____

PARTY WAGON AGREEMENT

I am the responsible person for this party wagon and I agree to abide by this agreement.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Dropped off on: _____, between 10 a.m. – 1 p.m. Picked up on: _____, between 7 – 8 a.m. Permit Issued by: _____Date Issued: _____

PARTY WAGON KEY WAS RECEIVED AT DROP-OFF _____

Signature of person age 18 or older *Date*