

First Ward
LORI BASIEWICZ
JOE POWELL

City of Auburn

Third Ward
LARRY HEMMERLE
TRACY SHEPPARD

Second Ward
SETH WILLIAMS
JASON GARRETT

TOM BEROLA, Mayor
JULIE BARNHILL, City Clerk
CHRIS WARWICK, City Treasurer

Fourth Ward
ROD JOHNSON
VIC DEVOS, JR

CITY OF AUBURN, ILLINOIS East Park – Cook Shack Rental Agreement

I, the undersigned, do hereby agree to the terms set forth in this agreement:

1. A \$50.00 deposit must be paid within a week of reserving the East Park-Cook Shack.
2. The rental agreement entitles the renter to East Park Pavilion and Cook Shack ONLY and does not entitle the renter to the entire park. Other individuals may be present in the park at the time of the event as long as they are not interfering with the Pavilion and/or Cook Shack.
3. I agree to pay for or replace any items ruined or damaged during my use of this building because of negligence on my part or on the part of my guests.
4. The following list of items MUST BE completed before leaving the building:
 - All floors are washed and cleaned.
 - Bathrooms are cleaned.
 - All electrical items and lights are turned off prior to departure.
 - All doors are locked and all buildings secure prior to departure.
 - All doors are locked and the building is secure.
 - Return key to the City Office on your way home. A drop box is available on west side of building.
5. All activities and clean up must be completed by 12:00 a.m. (midnight)
6. Renters must fully comply in order to receive a refund in the amount of \$25. If any portion of the contract is not followed, the deposit will be forfeited, a \$100 fee may be imposed, and future use of the building will be forfeited. Failure to pay the \$100 fee within 30 days (if charged) will result in gas and water utilities being turned off at the address listed below (if within Auburn).
7. **The keys must be picked up during city office working hours, Monday – Friday, 7:30 am to 4:00 pm. THE KEY MUST BE PICKED UP ON _____**
If the key is not picked up within working hours, the use of the building will be forfeited and no deposit will be refunded.
8. **Cancellation less than 24 hours prior to the event only receives a \$25.00 refund. Full deposit will be returned ONLY is cancellation is made more than 48 hours in advance.**

Date of Use _____

Signature _____ Printed Name _____

Address _____

E-Mail _____

Phone Number: _____

FOR OFFICE USE ONLY

Deposit Paid _____ Date Paid _____

Key# _____ Given to _____ Date Key Given _____ Date Key Returned _____

Refunded \$ _____ on _____ by ck# _____