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Parks

City of Chester

**SHELTER RESERVATION**

**Submit form to Recreation Director’s Office**

**1330 Swanwick Street, Chester, Illinois 62233**

**618-826-1430**

**chesterrecreation@chesterill.com**

**Contact Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your request.

A Parks and Recreation representative will contact you within 3 **business** days of receiving your request.

Nature of Event:

Date Requested:

Actual Event Time: Time of event, set-up to tear down:

Equipment to be brought into park site:

Number of people expected:

|  |  |  |  |
| --- | --- | --- | --- |
| **PARK** | **SHELTER** | **FEE** | **SELECT** |
| Cole Park (blocked restrooms) | CP#1 | $50.00 |  |
| Cole Park (circle drive) | CP#2 | $50.00 |  |
| Cole Park (maintenance building) | CP#3 | $40.00 |  |
| Cohen Complex (field #1) | CC#1 | $30.00 |  |
| Cohen Complex (field #2) | CC#2 | $30.00 |  |
| Cohen Complex (field #3 @playground) | CC#3 | $30.00 |  |
| Chester Square Gazebo Park (event 4 hours or less) | CSG#1 | $30.00 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Received: | Cash Check # | Amount: | Permit #: |

January, 2018

**City of Chester**

**Shelter House Reservation Information**

The City of Chester reserves picnic shelters for private gatherings through our Parks and Recreation Department. Reservations can be made in person or by phone.

Rental reservations for shelters must be paid for at least 3 business days in advance. All picnic shelters not reserved 3 business days in advance are available on a first come first serve basis. Reservations can be made in person or by phone. To reserve a shelter, visit or call the Recreation office at City Hall, 1330 Swanwick Street, Chester, IL, 62233 or 618-826-1430.

Shelters are available for rental April 1- October 31. Reservations are for the entire day (8 a.m. - 11 p.m.) NO REFUNDS WILL BE GIVEN FOR INCLEMENT WEATHER OR CANCELLATIONS.

If you are planning to CHARGE ADMISSION or PROMOTE AN EVENT, you MUST obtain a Park Event Permit.

Although every effort will be made to maintain utilities, water and electrical services are not guaranteed.

**PARK RULES 101**

* You must be 18 years of age to reserve a shelter.
* You must follow all park rules.
* Pick up after your event. Place all trash in the provided receptacles.
* The reserving party will be held responsible for any destruction of park property.
* Do not nail or staple in the wood of shelters or gazebo.
* Do not drive tent stakes or other objects into the ground without permission from the Parks Department.
* All signs, banners and/or decorations must be removed from the site before your departure.
* No ground fires permitted at Cole Memorial Park or Cohen Complex and no fires at Chester Square Gazebo Park.
* Keep all motorized vehicles off of the grass at all times.
* No glass bottles allowed in city parks.
* Shelters must be vacated by 11 p.m.-No overnight usage permitted.
* Dogs must be on a leash and attended at all times.
* Clean up dog waste. It’s the law.

Thank you for your cooperation. Together we can continue to provide quality parks for the benefit and enjoyment of our community.

**RESERVATION FEES**

|  |  |  |
| --- | --- | --- |
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