

Hickory Lodge Rental Request



1115 W. Sycamore Street | 618-549-4222

Permit# _____ Rental Date _____

Full Name (please print) _____ Birthdate _____

Organization (if applicable) _____

Address _____ City _____ State _____ Zip _____

Email _____

Primary Phone _____ Secondary Phone: _____

****Please use the back side of this form to add additional information or requests****

Best way to contact you (Select One)	Primary Phone	Secondary Phone	Email
Rental Dates _____	Rental Days: S M Tu W Th F Sa	# of Guests _____	

Rental Time (include 30 min. of set up & 30 min. of clean up) _____ to _____ Actual Event Time _____ to _____

Total Number of Hours _____ Purpose of Event _____

Rental Facilities Requested (circle one): Lodge Grounds Lodge Grounds with Indoor Restroom Access

Will a Fee be Charged? Yes No Open to the Public? Yes No

****Extra fee may be applied based on group size ***Please use the back side of this form to add additional information or requests**

I have read all the Rules and Regulations attached. I understand and agree to them as a condition of my use of Carbondale Park District parks/facilities. I further understand that noncompliance with these conditions may result in loss of permit, additional fees and charges or any other applicable consequences under the ordinances of the Carbondale Park District or under the law.

Signature: _____ Date: _____



Additional Information or Requests:

OFFICE USE ONLY - Total Charges

Damage Deposit.....\$_____

Rental Fee _____x _____hours.....\$_____

Equipment Fee. \$_____

Other. \$_____

OFFICE USE ONLY

Initial Contact_____	Date_____
Deposit \$_____ Taken by _____	Date_____
Check # _____ Receipt # _____	CC: Amex V M D Cash
Approved by_____	Date_____
Active entry by_____	Date_____ PERMIT # _____
Calendar entry by_____	Date_____
Balance \$_____ Taken by _____	Date_____
Check # _____ Receipt # _____	CC: Amex V M D Cash
Deposit: Refunded/Claimed _____	Refunded by_____
Date Refunded_____	Via: Check/CC Notified: Mail/Email