



VILLAGE OF GLENWOOD  
APPLICATION FOR USE OF 10' X 10' PICNIC CANOPY

Date tent(s) are needed: \_\_\_\_\_ How many tents: \_\_\_\_\_

Resident's Name: \_\_\_\_\_

Resident's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate phone number \_\_\_\_\_

Where to drop off: (i.e.: backyard, side of house, etc...) \_\_\_\_\_

**DRIVERS LICENSE/STATE I.D.: MAKE COPY AND ATTACH TO FORM**

**RENTAL FEE PAID: \$ \_\_\_\_\_**

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The undersigned agrees to pay the Village of Glenwood \$\_\_\_\_\_ (\$20.00/canopy) in exchange for the use of the Village owned ten (10) by ten (10) foot picnic canopy(s). Village personnel will drop off said canopy(s) on resident's property during regular working hours (Monday through Friday 8:00 A.M. to 3:00 P.M.). Village personnel will return to pick-up the canopy(s), also during regular working hours. Renters are responsible for set-up and take down of rental tent. Tents should be stored in the bags in which they were received after take-down. During which time the canopy is installed at the above-designated address, the undersigned is responsible for any damage or vandalism, which could occur. The Village of Glenwood reserves the right to schedule the drop-off and pick-up of the canopy according to their needs which could result in an additional charge for overtime hours.

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Date