



Summer Kitchen 2019 Rental Application
4374 Old Grand Ave., Gurnee, IL 60031

Permit # _____

Rental Date Requested: _____

Event Type: _____

Rental Hours: From: _____ am / pm To: Sunset

Approximate Attendance: _____

Renter / Organization Name: _____

Address: _____

City / Zip: _____

Phone: _____

Email: _____

Contact Name: _____

Phone: _____

About Your Event - Check all that apply

KEY # _____

- | | |
|---|---|
| <input type="checkbox"/> Will you be setting up any temporary structures? (C of I Required) | <input type="checkbox"/> Will your event include liquor? (Insurance Required) |
| <input type="checkbox"/> Will your event include an inflatable? (C of I Required) | <input type="checkbox"/> Will you be hiring a caterer? (C of I Required) |
| <input type="checkbox"/> Will you be charging an admittance fee? (Pre-Approval Required) | <input type="checkbox"/> Will you be having an outdoor ceremony? |
| <input type="checkbox"/> Will you need an Open Space permit? (Additional fees apply) | <input type="checkbox"/> Will you need a Field / Court permit? (Fees apply) |

Rental applications must be filled out in full with the waiver signed and dated in order to process your application. Proof of residency must be provided and security deposit paid. Reservations may be placed in person at either Community Center, via email or fax. No reservations will be taken via phone or on-line. Reservations are approved on a first-come, first-served basis, as measured by the receipt of a complete application and all related deposits and fees. Submitting an application is not a confirmation of the rental. All fees are to be paid in full 30 days prior to your scheduled event. The Park District reserves the right to reassign space without notice. Park District programs have priority in scheduling. Fees are subject to change.

Availability: April 15 – October 15

Saturday-Sunday: 10am-Sunset

Monday-Friday: 10am-Sunset (limited days 4:00p to Sunset)

Rates:

	Resident	Non Resident
Security Deposit	\$150.00	\$150.00
Daily Rental Fee – Max Attendance both inside & outside - 250	\$250.00	\$375.00
Open Space Permit – (Grass area In front of the Band Shell)	\$ 45.00	\$ 68.00
Band Shell – (Approval Needed)	\$100.00	\$150.00
One 2 Hour Exclusive Field/Court Permit (Choose location and times below)	\$ 50.00	\$ 75.00

Softball Field: _____ ½ Court Basketball: _____ Soccer Field: _____ Tennis Court: _____

Inside Amenities:

3-12' Rectangular Rolling Buffets ~ 10-8' Rectangular tables ~ 11-36x33 Tables ~ Refrigerator ~ Sink ~ 3-Step Stool
 Electricity ~ Ceiling Fans ~ Microwave ~ Affixed benches ~ 40+ Folding Chairs ~ 1-6' Rectangular Rolling Buffet

Outside Amenities:

20 Picnic Tables ~ 1-Wheelchair Accessible Picnic Table ~ Soccer / Softball Field ~ Skate Park ~ Tennis Court
 Basketball Court ~ Sports Equipment (included) ~ Double Grill ~ Public Restrooms ~ Electricity ~ Water Fountain
 Walking Trails / Bike Path ~ Youth Playground ~ Volleyball Net ~ Vending Machine

For more information, contact 847-623-7788 ~ Fax 847-623-8121

Attach copy of Photo ID here for recognition.

Visit our website at GurneeParkDistrict.com
for a virtual tour of this facility

12-30-18

Resident / Non-Resident	Paid
Security Deposit	\$ _____ <input type="checkbox"/>
Rental Fee	\$ _____ <input type="checkbox"/>
Open Space Permit	\$ _____ <input type="checkbox"/>
General Liquor Liability Insurance	\$ _____ <input type="checkbox"/>
Field/Court Permit	\$ _____ <input type="checkbox"/>
Total	\$ _____ <input type="checkbox"/>

Summer Kitchen

Alcohol: No alcoholic beverages shall be sold, brought within, given away, delivered or consumed on Park District property without proper permits and insurance. Individuals or groups over the age of 21 must pay for and obtain General Host Liquor Liability Insurance and a permit issued by the Gurnee Park District. The liquor permit application must be received 30 days prior to the event. You may purchase your own liquor liability insurance through <https://www.theeventhelper.com>. Once received; a GPD permit will be issued. Individuals who have been issued permits assume the responsibility of containing alcohol consumption inside the Summer Kitchen only. **Evidence of any alcohol consumption outside of the Summer Kitchen will result in the immediate termination of the rental and loss of the Renter's security deposit.**

Behavior: All activities must be conducted in an orderly manner. Foul or abusive language, attempted/physical confrontation is not permitted and will result in immediate expulsion from the facility.

Cancellations: Must be in writing 30 days prior to the rental date in order to receive a refund less a \$15.00 service charge. After that time, no refunds are issued for cancellations including all rental fees paid. The Gurnee Park District, at its discretion, reserves the right to cancel any rental due to unforeseen circumstances that would prevent the renter from safely utilizing or reaching the rental facility (e.g. flood, fire, etc.). In the case of a cancellation by the Gurnee Park District for this reason, the renter shall receive a full refund of all rental fees including deposit.

Certificate of Insurance: Any entertainment, catering, or equipment brought in from a rental company or personally owned **must be listed for pre-approval** and may require a Certificate of Insurance with a one million dollar General Liability Coverage having the Gurnee Park District listed as additionally insured by the insurance company. A copy must be provided to the Park District 2 weeks prior to the event.

Clean Up: Gurnee Park District property and equipment must be cleaned after use, trash & recyclables placed in proper receptacles and all decorations & tape removed by the renter following the event. Additional trash bags provided inside cans; leave overflow bags tied next to trash receptacles. Insufficient clean-up will affect the refund of the renter's deposit. For your convenience; cleaning supplies (mop, broom, rags) and additional trash bags are also located inside the closet.

Decorations: Decorations may be affixed using painters tape, string, or fishing line. No staples, tacks, screws, nails or other types of clear tape are permitted. Confetti, glitter, and sprinkles are prohibited.

Deposit Refunds: The Security Deposit is due at the time of registration and is *not included* in the rental fees. After the event, an inspection of the premises will be completed. The deposit will be refunded in full if the renter has returned the key, all equipment has been accounted for, complies with approved contract and remains in good standing with the Park District. It is further agreed to reimburse the Park District in full for any costs for repair, replacement or cleaning of the premises or equipment which exceed the amount of the deposit. All refunds are processed in the form of a check or credit card. Upon approval, refunds will be issued 7-10 days following the rental. Checks will not be available for pickup.

Electricity: GFI outlets are available above the countertops and along the west wall, both inside and outside of the Summer Kitchen. Bring a 3-prong grounded extension cord for any non-GFI equipment.

Emergency Contact: The day of your event call Park Patrol at 224-374-6331.

Fires: Open fires are prohibited.

First Aid: A First Aid kit is available inside the Summer Kitchen.

Games / Fireworks: To ensure the safety of park patrons, golf & horseshoes are prohibited. Fireworks, flying model aircrafts, rockets, etc., are a safety hazard and are not permitted in any park or facility.

Hours: This facility will be cleaned by 10am. All events must start and end per hours listed on the approved rental application to avoid an additional charge. No items can be stored at the facility before or after your approved rental time. **Park Closes at Sunset**

Rules & Regulations

Key: The Summer Kitchen is a locked facility. The key may be picked up within 2 days of your rental Monday-Friday between the hours of 9a-5p at the Viking Park Community Center. Following your rental, drop off the key in the after-hours drop box located at the south entrance of the Viking Park Community Center.

Music: No event shall produce noise levels that interfere with or detract from the general enjoyment of the general public in the surrounding area. GPD Personnel can require volume to be lowered if deemed necessary. Regarding music lyrics, please respect the families with children in the park.

No Smoking: Gurnee Park District Ordinance prohibits use of any tobacco products on or within twenty-five feet of any Gurnee Park District playground, sports field, skate park, shelter or structure. Please use designated smoking areas.

Open Space Permit: For added space, a permit may be obtained for additional grass area in front of and including the Band Shell for added play or an additional inflatable.

Ordinance Code: All functions conducted on Park District property must be held in accordance with District ordinances, policies and rules. The full Ordinance Code is available at www.gurneeparkdistrict.com/park-rules

Organizations: Any organizations wishing to have a rally, race, Walk-a-thon, or other community event, must be reviewed and approved by Park District staff.

Payment: Payments can be made using cash, check, Discover, Visa or MasterCard. Checks should be made payable to the Gurnee Park District. All fees are to be paid in full 30 days prior to your scheduled event. Any check that is deposited and returned by the bank for any reason will result in an additional \$10 charge.

Parking: Vehicles are restricted to a designated parking lot and are not allowed on grass areas or brick walkway including during set up or clean-up of the event.

Permits: Park Patrol will monitor Park Permits. Permits are issued to avoid overcrowding and accommodate groups for an enjoyable park experience. All approved permits issued for your event must be carried at all times when using the facilities

Rental Boundaries: Boundaries are limited to the Summer Kitchen and surrounding picnic area unless additional permits were obtained. The park property is shared and open to the public. **All Park District property and furnishings shall not be moved or removed from the premises; included picnic tables.**

Renter: Renter must be 21 years of age or older and in attendance during the entire event. The renter must declare on the application all activities which will take place on Park District property. The Renter will assume full responsibility for the rental and is solely responsible for the actions of any member of the group. The Renter assumes the risk of inclement weather when renting a Park Shelter as it is an outside facility. No refunds will be given for inclement weather.

Rescheduling: Dates are subject to availability and an administrative fee of \$15.00.

Resident Rate: The term "resident" refers to Park District residents who live within the Gurnee Park District boundaries and who contribute financial support to the Park District through taxes. Some residents with a Gurnee mailing address may not be residents of the Gurnee Park District. Proof of residency is required with the application including a valid Driver's License or State ID.

Restrooms: Located in the small building along the circle drive and near the ball fields. Restrooms will be locked at sunset.

Sports Equipment: Sports equipment is included with your rental and is available inside the Summer Kitchen closet. Use your key to gain access. Renters will be charged for lost, damaged or broken items. Inventory is taken after each rental.

Thor Guard Lightning Prediction System: The Gurnee Park District has installed the Thor Guard Lightning Prediction System at Viking Park. For more information about the Thor Guard Lightning Prediction System, visit www.thorguard.com.

Tickets/Fees: The Renter may not charge an admission, sell tickets or solicit donations on park district property without the written consent of the Gurnee Park District Director and Board of Commissioners. This includes selling any articles or accepting orders for articles. Gambling in any form is prohibited. If the renter is requesting to sell food, a permit from the Lake County Health Department is mandatory.

**GURNEE PARK DISTRICT - FACILITY RENTALS
WAIVER, RELEASE, INDEMNITY AND HOLD HARMLESS**

PLEASE READ THIS FORM CAREFULLY.

As used in this Agreement, the terms "I", "me," and "my" refer to the undersigned and all of my participants, guests and spectators, and each and all of their successors, heirs, executors, trustees and assigns. The terms "you" or "your" refer to the Park District.

The terms "facility" or "premises" means any and all real property, machinery, equipment, and apparatus, and any other fixtures and appurtenances contained thereon.

The term "equipment" means any and all personal property, including but not limited to sporting goods and equipment, rented to me in relation to the use of the Park District premises.

In consideration for the Park District permitting me to rent, lease and/or reserve all or any portion of the premises and equipment described herein, and as a condition of such rental, lease or reservation, I agree that I:

- **Have read, fully understand and will comply with all facility and equipment rules;**
- **Knowingly and voluntarily assume the risk of participating in any and all activities on the premises;**
- **Recognize that my use of the premises or certain equipment may require strenuous exertion, carry the potential for bodily contact or may be characterized as "hazardous recreational activity", and carries with it certain inherent risks of injury, death and damage to real or personal property;**
- **Have inspected the premises and equipment and have found it to be in a safe condition for the activities which I intend to conduct thereon;**
- **Knowingly and voluntarily waive, release and discharge the Park District and its officers, agents, employees, volunteers and independent contractors (collectively, the "Released Parties") from any and all claims for injuries, damages or loss, of any kind or severity whatsoever, which I might sustain as a result of participating in any and all activities on the premises by reason of the nature of such activities or the physical condition of the premises; and**
- **Shall indemnify, defend and hold harmless the Released Parties from any and all claims for injuries, damages or loss, of any kind or severity whatsoever, which might be sustained as a result of my participation in any and all activities on the premises by reason of the nature of such activities, the physical condition of the premises or the nature or lack of supervision.**

In the event of accident, injury, or sudden illness, I authorize needed medical treatment by a physician and/or hospital selected by the Park District.

I understand that digital images/video may be taken during Park District activities or on Park District property and I give my permission to you to use such images in print or digital media, including the Internet, to promote the Park District.

I have read and fully understand the above important information, assumption of risk, waiver, facility rules and regulations, and release of all claims and indemnification. I further understand that any advisements or warnings of the particular risks of the subject premises or the facilities thereon are incorporated by reference into and become a part of this agreement.

Gurnee Park District is not responsible for lost, stolen or damaged personal items or personally rented equipment.

APPLICANT: _____
(Print Name)

SIGNATURE: _____
(Signee must be at least 21 years old)

DATE: _____

DESCRIBE SPORTS EQUIPMENT TO BE USED:

1-Volleyball, 1-Basketball, 1-Soccer Ball, 1-Wiffle Bat & Ball, 1-Bocce Set, 1-Badminton Set (4-Rackets & 4-Shuttlecocks), 1-Frisbee, 1-Softball & Bat, 1-Kick Ball.

DESCRIBE PREMISES TO BE RENTED:

Summer Kitchen, Refrigerator, Microwave, Buffet Tables, Banquet Tables, Folding Chairs, Picnic Tables, Trash/Recycling Receptacles, Grills, Step Stool, Above Listed Sports Equipment