



O'Plaine Park Shelter 2020 Rental Application
 O'Plaine Rd. & Russell Avenue, Gurnee, IL 60031
 Open Air Shelter

Permit#

Rental Date Requested: _____ Event Type: _____

Rental Hours: From _____ am / pm To: Sunset Approximate Attendance: (Max 40) _____

Renter / Organization Name: _____

Address: _____ City / Zip: _____

Phone: _____ Email: _____

Contact Name: _____ Cell Phone: _____

About Your Event - Check all that apply

- Will you be setting up any temporary structures? (Certificate of Insurance Required)
- Will your event include an inflatable? (Certificate of Insurance Required)
- Will you be charging an admittance fee? (Pre-Approval Required)
- Will your need a Field / Court permit? (Additional fees apply)
- Will you be hiring a caterer? (Certificate of Insurance Required)

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
10:00am – Sunset

Rates:

	Resident	Non Resident
Security Deposit	\$100.00	\$100.00
Daily Rental Fee	\$ 80.00	\$120.00
2 Hour Exclusive Field/Court Permit (Choose location and list times below)	\$ 50.00 Per Permit	\$ 75.00 Per Permit

Baseball Field: _____ **½ Court Basketball:** _____

Amenities:

Playground	6 – 8' Picnic Tables	Wheelchair Accessible Picnic Table	Charcoal Grill	Trails	Water Fountain
Electricity	Baseball Field	Attached Public Restrooms	Basketball Court		

For more information, contact Lori Friedl ~ 847-599-3760 ~ LFriedl@GurneeParkDistrict.Com ~ Fax 847-623-8121

<p>Attach copy of Photo ID here for recognition.</p> <p>Visit our website at GurneeParkDistrict.com for a virtual tour of this facility</p> <p style="text-align: right;">01-01-20</p>	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Resident / Non-Resident</th> <th style="text-align: right;">Paid</th> </tr> </thead> <tbody> <tr> <td>Reservation / Damage Deposit</td> <td style="text-align: right;">\$ _____ <input type="checkbox"/></td> </tr> <tr> <td>Rental Fee</td> <td style="text-align: right;">\$ _____ <input type="checkbox"/></td> </tr> <tr> <td>Field / Court Permit</td> <td style="text-align: right;">\$ _____ <input type="checkbox"/></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$ _____ <input type="checkbox"/></td> </tr> </tbody> </table>	Resident / Non-Resident	Paid	Reservation / Damage Deposit	\$ _____ <input type="checkbox"/>	Rental Fee	\$ _____ <input type="checkbox"/>	Field / Court Permit	\$ _____ <input type="checkbox"/>	Total	\$ _____ <input type="checkbox"/>
Resident / Non-Resident	Paid										
Reservation / Damage Deposit	\$ _____ <input type="checkbox"/>										
Rental Fee	\$ _____ <input type="checkbox"/>										
Field / Court Permit	\$ _____ <input type="checkbox"/>										
Total	\$ _____ <input type="checkbox"/>										

O'Plaine Community Park Shelter

Alcohol: No alcoholic beverages shall be sold, brought within, given away, delivered or consumed on Park District property. Evidence of any alcohol consumption will result in the immediate termination of the rental and loss of Renter's security deposit.

Animals: No horses or other animals, with the exception of domestic animals on leashes not exceeding 6 feet are allowed in the parks.

Attendance: To ensure the safety of your guests, the total number of your party may not exceed max attendance listed on the approved application. *If the actual attendance is larger than the number stated on this application, the deposit may be forfeited.*

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; all decorations and 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.

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 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: 110V GFI outlets are available in the shelter; 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.

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.

Rules & Regulations

Hours: Shelter will be unlocked and 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

Music: Music may be played with the volume not reaching past the rental 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.

Ordinance Code: All functions conducted on Park District property must be held in accordance with District ordinances, policies and rules. The renter shall be bound by all park rules and regulations and all applicable ordinances. 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 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 Shelter and surrounding grill area. 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: Restrooms are located on either side of the shelter, and must be made available to the public. Restrooms will be locked at sunset.

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.

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.

The 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 PREMISES TO BE RENTED:

O'Plaine Community Park Shelter, Picnic Tables, Grills, Trash/Recyclable Receptacles