



**Viking Park Community Center  
2019 Dance Hall Rental Application  
4374 Old Grand Ave., Gurnee, IL 60031**

Reservation# \_\_\_\_\_

Rental Date Requested: \_\_\_\_\_ Event Type: \_\_\_\_\_

Rental Hours: From \_\_\_\_\_ am / pm To \_\_\_\_\_ am / pm Total Hours: \_\_\_\_\_

Approximate Attendance: \_\_\_\_\_ Max Capacity: Reception Style 160 or Theater Style 186

Renter / Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**About Your Event - Check all that apply**

- |   |  |
|---|--|
| <input type="checkbox"/> Will you be serving alcohol? (Certificate of Insurance Required) | <input type="checkbox"/> Will you be charging an admittance fee? (Pre-Approval Required) |
| <input type="checkbox"/> Will you be hiring a caterer?                                    | <input type="checkbox"/> Will you be hiring a DJ?  |
| <input type="checkbox"/> Will you be using the Warming Cabinet?                           | <input type="checkbox"/> Will you be needing high chairs? (4)                            |

At the time of reservation, proof of residency must be provided, the application must be filled out in full, and security deposit paid. Reservations may be placed in person at either Community Center, via email or fax one year prior to the event with a minimum of 60 days in advance. This waiver must be signed and dated in order to process your application. 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 and paperwork completed 60 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.

**Regular Rate: (160 Seated, 186 Theatre Style)**

Security Deposit	<b>Resident</b>	<b>Non Resident</b>
Hourly Rental Fee	\$400.00	\$550.00
	\$175.00 per hour	\$258.00 per hour

**Reduced Rate: (Under 48 in attendance / Under 5 hours)**

Security Deposit	\$100.00	\$150.00
Hourly Rental Fee	\$ 90.00	\$135.00

**Enhancements:**

Security Deposit	\$100.00	\$150.00
Bridal Room (photo booth, changing area, storage area)	\$100.00	\$150.00
Summer Kitchen (Outdoor Ceremony with Cocktail Hour; April - October)	\$300.00	\$450.00
Esper Peterson Park Gazebo (2 Hour Outdoor Ceremony; April - October)	\$ 80.00	\$120.00
Band Shell (Approval Needed)	\$100.00	\$150.00

**Rental Equipment**

101 Cup Coffee Percolator, 40 oz. White Coffee Carafes, 60 oz. Clear Water Pitchers	<b>Deposit &amp; Rental Fee</b>	
Sound System / Microphone / Podium / Screen	\$50 / \$50	\$75 / \$75
	\$50 / \$50	\$75 / \$75

**Amenities:**

Beautiful photo opportunities, Venue host, bridal room, full service kitchen, warming cabinet, microwave, flexibility to purchase your own beverages and catering, bar area, ice machine, beverage cooler, 50'x 60' wood floor, white padded chairs, 60" round tables for seating of 8 guests, 4 high chairs, 8' rectangular tables, 4' rectangular tables, 3' x 3' cake table, 5 - 32" round high top tables, coach lights, coat racks, ladder, & convenient parking.

For more information, contact Lori Friedl ~ 847-599-3760 ~ [lfriedl@gurneeparkdistrict.com](mailto:lfriedl@gurneeparkdistrict.com) ~ Fax 847-623-8121

Attach copy of Photo ID here for recognition.

Visit our website at [GurneeParkDistrict.com](http://GurneeParkDistrict.com)  
for a virtual tour of this facility

12-30-18

Resident / Non-Resident	Paid
Security Deposit	\$ _____ <input type="checkbox"/>
Room Rental	\$ _____ <input type="checkbox"/>
Additional Room Rental	\$ _____ <input type="checkbox"/>
Rental Equipment Deposit / Fee	\$ _____ <input type="checkbox"/>
Total	\$ _____ <input type="checkbox"/>

## Viking Park Dance Hall

**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 Viking Park Dance Hall only. Evidence of any alcohol consumption outside of the Dance Hall will result in the immediate termination of the rental and loss of the Renter's security deposit. A B.A.S.S.E.T. certification is required for anyone working behind the bar. A Certified Bartender must be hired for events where over 100 in attendance are consuming alcohol. A copy of their certification must be turned in 14 days prior to the event. *No liquor may be dispensed outside the bar.* All persons located in the bar, whether or not serving must be 21 years of age. The latest the bar may close is 12:00am, and all alcohol must be removed at the end of your event.

**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, additional fees will incur and 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.

**Bridal Room:** A private room adjacent to the Dance Hall for the bride's preparation during wedding functions. Includes a table, chairs and a few essentials!

**Cancellations:** Must be in writing 60 days prior to the rental date in order to receive a refund less a \$50.00 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.

**Christmas Decorations:** December through the first week of January, the Dance Hall will be decorated for Christmas. We will be unable to remove or take down these decorations.

## Rental Rules & Regulations

**Clean Up:** Gurnee Park District property and equipment must be restored to its original condition and all decorations must be removed by the renter following the event. This includes the removal of all outside rented equipment, decorations, tape and alcohol. ***Bus pans must be used*** when clearing tables as liquids may not be thrown in the trash. Dispose of all food, decorations, etc. from the event in trash receptacles. Return any moved furniture or equipment to their original position. Your Venue Host will raise the lights and begin to store tables and chairs **at the start** of your clean-up time. *When clean-up responsibilities are complete, please check out with your Venue Host. With guests of 100 people or more, renters need to allow at least 1 hour for clean-up. Insufficient clean-up will affect the refund of the security deposit.*

**Decorations:** Renters are welcome to bring linens, flowers and other decorations, which they are responsible for removing at the end of their event. **For safety and building preservation, confetti, glitter, fog or smoke emitting devices, pyrotechnics or "stage prop" used for special effects are not allowed.** Nails, tacks, hooks or clear tape cannot be used on the walls. Command Hooks and painters tape are recommended. Candles are permitted and must be extinguished following dinner. Please ask your attendant to provide a ladder if needed. ***Gurnee Park District does not provide linens or decorations for your event.***

**Dedicated Attendant:** A Dedicated Attendant will setup, take-down, close the building and stay with you throughout your rental. They are on-site to assist you with general questions, facility related needs, general clean-up during the event and enforcing rules and policies of Gurnee Park District. Park District personnel are not permitted to accept tips.

**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 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.

**Emergency Contact:** Call Lori at 847-815-5031.

**First Aid:** First Aid kits are available in the wet bar. An AED (Automated External Defibrillator) is located on the hallway wall near the restrooms. Please contact your Venue Host in case of medical emergency or injury.

**Hours:** Hourly fees are based on your presence in the building. Dance Hall hours and availability include decoration, event and cleanup times limited to 8:00a-1:00a. No items can be stored at or delivered to the facility before or after your contracted time on the approved application. Renters can schedule a morning decoration time for a minimum of two hours with a break in between. Please arrive no more than 10 minutes in advance of the start of your rental to meet with your Venue Host. **The renter on the application must remain on-site and be the last person to checkout with the Venue Host before leaving.** All events must start and end per Dance Hall hours listed on your approved application to avoid an additional charge. Should the rental extend beyond the approved rental application time, the renter will be charged for the additional time plus a \$15 processing fee to be deducted from the security deposit. Refunds will not be given for any unused time.

**Kitchen:** Our full service kitchen is equipped with a commercial refrigerator, six-burner stove, gas oven, microwave, warming cabinet and a pass-thru to the Dance Hall. All kitchen appliances must be turned off when the building is unoccupied. The renter agrees to leave the kitchen in the same condition as received removing all food, containers, spills etc., clearing sinks & drains, wipe down counter tops, appliances and warming trays used during the event and to remove all personal property prior to the end of the rental time. Garbage bags will be removed by staff. **Renter must provide all kitchen utensils, oven mitts, and dish towels.**

**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.

**Organizations:** Any organization wishing to have a community event must be reviewed and approved by Park District staff.

**Parking:** No parked or standing cars are allowed in the circle drive after unloading. Service providers are allowed to deliver and pick up at the east (preschool) door of the Community Center.

**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 60 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.

**Rental Companies:** Any entertainment, supplies 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 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. Check with the Rental Coordinator for specifics.

**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 liability; including alcohol distribution and is solely responsible for the actions of any member of the group. The renter and guests are limited to using only the requested and approved rooms on the application. Use of additional rooms or outlying spaces will result in additional charges.

**Rented Equipment:** The following items may be **rented** from Gurnee Park District for use during your event; Sound System, Podium, Microphone, Projector Screen, Clear plastic water pitchers, White coffee carafes, or 101 cup Coffee Percolator. All Catering equipment must be cleaned by the renter following your event. If the Sound System is rented; your Venue Host will hook up your iPod/phone/iPad into our sound system, set the volume controls and then lock the cabinet. The renter is responsible for changing out music and controlling the volume on their device.

**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 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 Gurnee Park District. Proof of residency is required with the application including a valid Driver's License or State ID.

**Room Set Up:** Tables and chairs will be set up according to the provided map you have chosen before the start of your event. **Renters are not permitted to retrieve any additional tables, chairs, or equipment.** Please contact your Venue Host if additional equipment is needed. Tables & chairs are for inside use only.

**Security:** Gurnee Park District does not provide security or police patrol for your event.

**Tickets/Fees:** The Renter may not charge an admission, sell tickets or solicit donations on park district property without the written consent of Gurnee Park District Director and Board of Commissioners. This includes selling any articles or accepting orders for articles. Gambling in any form is prohibited.

**Bar:** The Wet bar is equipped with a refrigerator/freezer, ice sink, beverage cooler and ice machine. The renter agrees to leave the Wet Bar in the same condition as received removing all food, alcohol, containers, spills etc., clearing sinks & drains, wipe down counter tops and appliances used during the event and to remove all personal property prior to the end of the rental time. Garbage bags will be removed by staff. *Liquor, beer & wine must be served from the Wet Bar only.*

**Windows / Doors:** All windows and doors must remain closed in order for the heating and cooling systems to function properly.

**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 PREMISES TO BE RENTED:**

***Viking Park Dance Hall and contents within:  
Tables, Chairs, Kitchen and all its appliances, Bar and all  
appliances, Trash & Recyclable Receptacles and coat racks.  
Percolators, Coffee Carafes, Water Pitchers, Sound System,  
Microphone and Podium if rented.***