

## The Hall at Viking Park

The following guidelines safeguard the craftsmanship and reduce fire hazard at the Hall. Security deposits may be forfeited if these are not followed. We appreciate your cooperation in preserving the beauty and integrity of the Hall and our relationships with our community.

### Reservations, Availability and Payment

- ❖ You may hold 1 date for up to 7 days to allow you to schedule a showing, sign a contract, and provide your deposit. Dates that have been held but not reserved within those 7 days will be released.
- ❖ Hall reservations may be placed in person at either Community Center, via email or fax one year prior to the event with a minimum of 4 weeks in advance. All reservations are approved on a first-come, first-served basis as measured by the receipt of a completed application and all related deposits and fees paid. The waiver must be signed and dated in order to process your application. No reservations will be taken via phone or on-line. Submitting an application is not a confirmation of the rental.
- ❖ The Hall comfortably seats up to 160 guests.
- ❖ Depending on availability, Renters can schedule a Friday evening or weekend day-of-decoration time beginning at 9am with a maximum of two hours for an additional \$200.
- ❖ For weddings with an on-site ceremony, free rehearsal time is provided Thursday or Friday evenings.
- ❖ Checks should be made out to Gurnee Park District. VISA, MasterCard and Discover accepted. All fees are due 30 days prior to your event.
- ❖ 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. Proof of residency is required with the application including a valid Driver's License or State ID. Renters must be 21 years of age or older.
- ❖ Final set-up and paperwork is due 2 weeks prior to rental event.

### Rental Hours

- ❖ The Hall may be rented by the hour with a four hour minimum. Hourly fees and Hall availability include decoration, event and cleanup. Monday-Friday (call for hours), Saturdays 9am-1am and Sundays 10am-10pm. Refunds will not be given for any unused time.
- ❖ Entertainment should end and clean up should begin no later than 60 minutes prior to the agreed time. Staying beyond the approved end time will result in a fee of the hourly rate plus \$50. Additional time cannot be requested or purchased the day of your event.
- ❖ The renter understands that any and all persons with the event must exit the Hall no later than the approved end time. Entertainment and activities must end no later than 60 minutes prior to the end time listed on the approved rental contract. The final 60 minutes rented are reserved for the renter's clean-up time when attendants will begin the breakdown of tables and chairs.
- ❖ The Hall and space rented will be open only during the contracted time on the approved application. The renter may only utilize space that has been rented as stated in the contract.

## Refundable Fees

- ❖ The Security Deposit is due at the time of registration and is not included in the rental fees. The Gurnee Park District reserves the right to keep part or all of the security deposit in the event the renter and or participants fail to comply with the established guidelines, if damage has occurred or the room was not sufficiently cleaned.
- ❖ Based on original payment, refunds are processed in the form of a check or credit card. Upon approval, refunds will be issued 5-7 days following the rental.

## Cancellations and Reschedules

- ❖ Cancellations must be in writing and made at least 60 days prior to the reserved date to receive a full refund minus a \$50 service charge. Cancellation made less than 60 days prior, will forfeit their security deposit and all moneys 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.
- ❖ Park District programs have priority in scheduling.
- ❖ Rescheduled dates are subject to availability and an administrative fee of \$25.00.

## Decorating and Clean up

- ❖ Renters are welcome to bring in linens, chair covers, flowers and other decorations, which they are responsible for removing at the end of their event. We cannot provide overnight storage, or be responsible for items left at the Park District.
- ❖ Confetti, glitter, sparklers, fog or smoke emitting devices, pyrotechnics or "stage props" used for special effects are not allowed inside the Hall.
- ❖ Nails, staples, tacks, hooks or clear adhesive tape may not be used to hang decorations on the walls. Command Hooks, fishing line and blue painters tape are recommended. Please ask your attendant to provide a ladder if needed.
- ❖ Renter is responsible for cleaning up any items related to decorating the Hall including tape and balloons.
- ❖ All food and alcohol must be removed by renter at the conclusion of your event.
- ❖ Bus pans must be used when clearing tables as liquids may not be thrown in the trash. Dispose of all food from the event in trash receptacles provided.

## Parking

- ❖ Ample parking is available in the front lot with overflow parking located north of the Hall.
- ❖ No parked or standing cars are allowed in the circle drive after unloading as it is a fire lane. Service providers are allowed to deliver and pick up at the north entrance.
- ❖ Vehicles are not allowed on walk paths for any reason including loading and unloading.

## Attendant

- ❖ An On-Site Attendant will set up and take down tables and chairs, assist you with general questions and facility related needs, perform general clean-up during the event, enforce rules and policies of Gurnee Park District, and close the building. Park District personnel are not permitted to accept tips.

## Kitchen, Catering and Bar Area

- ❖ Flexibility to purchase your own food and alcohol with proper permits and insurance.
- ❖ Bartenders and servers will find a functional bar area with refrigerator, freezer, sink, ice machine and beverage cooler.
- ❖ Liquor, beer and wine must be served from behind the bar.
- ❖ Caterers and home cooks alike will feel at home in our full-service kitchen with sinks, professional six-burner stove and oven, double refrigerator, microwave and warming cabinet. Items in the kitchen with the exception of the appliances are private property and many not be used. Renters must provide all utensils, dish cloths and oven mitts.
- ❖ The Renter is responsible for the clean-up of all food and beverage items from the kitchen and bar area.

## Alcohol Permits and Liability Insurance

- ❖ Alcohol is permitted with proper Host Liquor Liability Insurance through **TheEventHelper.com**; and a permit issued by the Gurnee Park District. Alcohol is not allowed outdoors or in the park area. Individuals who have been issued permits assume the responsibility of containing alcohol consumption inside the Hall. A certificate of insurance must be provided no later than 2 weeks prior to the rental date. A B.A.S.S.E.T. Certification is required for anyone working behind the bar and a certified bartender must be hired for events of 100 in attendance that are consuming alcohol; a copy of their certification must be turned in 1 week prior to the rental date.
- ❖ Gurnee Park District does not provide security or police patrol for your event.
- ❖ All outside vendors providing services and or equipment must provide a certificate of insurance with a one million dollar General Liability Coverage naming the Gurnee Park District as additionally insured. A copy must be provided to the Park District 2 weeks prior to the event.

## Sound System

- ❖ Basic sound system including microphones, podium and projector screen can be rented at a cost of \$150 and may not be used by a third party.
- ❖ It is strongly recommended that the renter utilizing a personal computer or device that is intended to connect to the Park District sound system schedule an appointment at least 48 hours in advance of your event to ensure the equipment is compatible with the rented equipment.

## Bridal Room

- ❖ Mirrored private room adjacent to the Hall for the bride's preparation on her special day! Includes table, chairs and a few essentials. May be rented for \$200.00.

## Policies and Guidelines

- ❖ The Hall at Viking Park is a no smoking facility. Smoking is allowed outdoors in designated areas; your guests must discard cigarette butts in the appropriate receptacles.
- ❖ Candles are allowed and must be in glass holders so that flames are inside the glass and must be extinguished following dinner.
- ❖ All activities must be conducted in an orderly manner. Foul or abusive language, attempted / physical confrontation is not permitted and will result in immediate cancellation of your event.
- ❖ All windows must remain closed for the heating and cooling system to function properly.
- ❖ 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 [https://www.gurneeparkdistrict.com/images/gpd\\_ordinance\\_code\\_011717\\_1.pdf](https://www.gurneeparkdistrict.com/images/gpd_ordinance_code_011717_1.pdf)
- ❖ Renters may not charge an admission fee, sell tickets or solicit donations on Park District property without the written consent of Gurnee Park District Executive Director and Board of Commissioners. This includes selling any articles or accepting orders for articles. Gambling in any form is prohibited. Fundraising activities may be permitted when a state registered not-for-profit group will be the recipient of revenues.
- ❖ Any organization wishing to have a community event must be reviewed and approved by Park District staff.
- ❖ Hall rental includes the setup and breakdown of Park District tables & chairs for your event. Renters are not permitted to retrieve any additional tables, chairs, or equipment. Please contact your attendant if additional equipment is needed. Tables & chairs are for inside use only.
- ❖ The Gurnee Park District reserves the right to access additional fees for special requests, size considerations and other activities as necessary.
- ❖ December through the first week of January, the Hall will be decorated for Christmas. We will be unable to remove or take down these decorations.
- ❖ Gurnee Park District is not responsible for lost, stolen or damaged personal items or personally rented equipment.
- ❖ All other accommodations requested should be made with the office staff.