



# Special Use Park Permit 2018 Rental Application

Permit # \_\_\_\_\_

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

Requested Area: Park: \_\_\_\_\_ Field/Court: \_\_\_\_\_

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

- Will you be setting up any temporary structures? (C of I Required)
- Will your event include a bounce house? (C of I Required)
- Will you be charging an admittance fee? (Pre-Approval Required)
- Will you be hiring a DJ / Band? (Pre-Approval Required)
- Will your event include liquor? (Liquor Liability Insurance Required)
- Will you be hiring a caterer? (C of I Required)
- Is this a Community Event?

### Yearly Requested Amenities for HOA Only

- 20 x 30 Tent
- Garbage Cans – 6 Max      Quantity: \_\_\_\_\_
- Picnic Tables – 10 Max      Quantity: \_\_\_\_\_
- Portable Charcoal Grill

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. 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 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:

	<b>Resident</b>	<b>Non Resident</b>
Security Deposit	\$100.00	\$100.00
Park Permit Fee	\$ 75.00	\$113.00
Camp Tent / 20 Picnic Tables (June 15 – August 5 )	\$ 80.00	\$120.00
General Liquor Liability Insurance - Dispensed	\$220.00	\$220.00
General Liquor Liability Insurance - Sold	\$430.00	\$430.00
Band Shell	\$100.00	\$150.00
2 Hour Exclusive Field/Court Permit (Choose location and list times below)	\$ 50.00 per field/court	\$ 75.00 per field/court

Basketball Times: \_\_\_\_\_ Soccer Times: \_\_\_\_\_ Baseball/Softball Field Times: \_\_\_\_\_ Volleyball Times: \_\_\_\_\_ Not Needed \_\_\_\_\_

**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

01-10-18

Resident / Non-Resident	Paid
Security Deposit	\$ _____ <input type="checkbox"/>
Park Permit Fee	\$ _____ <input type="checkbox"/>
General Liquor Liability Insurance	\$ _____ <input type="checkbox"/>
Field/Court Permit	\$ _____ <input type="checkbox"/>
Tent/Band Shell	\$ _____ <input type="checkbox"/>
Total	\$ _____ <input type="checkbox"/>

## Special Use Permit

**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 Liquor Liability Insurance and a permit issued by the Gurnee Park District. The liquor application must be received 30 days prior to the event. Individuals who have been issued permits assume the responsibility of containing alcoholic consumption to the rented area only. Evidence of any alcohol consumption without proper permits 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 restored to its original condition and all decorations must be removed by the renter following the event. Insufficient clean-up will affect the refund of the renter's deposit. If garbage cans become full, additional bags are located at the bottom of the can. Please tie additional bagged garbage and leave next to trash receptacles.

**Decorations:** Decorations may be affixed using painters tape, string, or Command hooks. No staples, tacks, screws, nails or other types of clear tape are permitted. Confetti, glitter, and sprinkles are prohibited. Helium balloons must be anchored down.

**Deposit Refunds:** The Security Deposit is due at the time of registration and is not included in the rental fees. Refunds will be made if the renter complies with all the rules and regulations on the approved rental application and after inspection of the facility has been deemed clean and undamaged. 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 in which you paid. Cash will be paid in the form of a check. Upon approvals, refunds will be mailed 7-10 days following the rental. Checks will not be available for pickup.

**Electricity:** Electricity is not available at all park locations; generators are allowed.

**Emergency Contact:** On the day of your event call Park Patrol at 224-374-6331 or Lori at 847-815-5031.

## Rules & Regulations

**Field Conditions Updates:** Call 847- 599-3762.

**Fires:** Open fires are prohibited.

**Hours:** All events must start and end per hours listed on the approved rental application to avoid an additional charge. Parks close at Sunset.

**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.

**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 full Ordinance Code is available on our website.

**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.

**Parking:** No standing or parked cars are allowed on grass areas including during set up or cleanup of the event.

**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.

**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 grill unless additional permits were obtained. The park property is shared and open to the public. All Park District property and furnishings on the property shall not be moved or removed from the premises.

**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 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 not available at all Park locations.

**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.

Initial \_\_\_\_\_

**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.

***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: \_\_\_\_\_

\_\_\_\_\_  
Approved by Director of Parks and Planning

\_\_\_\_\_  
Approved by Executive Director

**DESCRIBE PREMISES TO BE RENTED:**