



**Viking Park Summer Kitchen  
2025 Facility Rental Application  
4374 Old Grand Ave, Gurnee, IL 60031**

|                     |       |
|---------------------|-------|
| For Office Use Only |       |
| Rental Date:        | _____ |
| HH Number:          | _____ |
| Key Number:         | _____ |

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

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

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

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

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

**Rental Start Time:** 10:00 am      **Rental End Time:** Sunset      **Max Capacity:** 250 guests

**\*Set-up, clean-up, and decorating for your rental must be done within the rental hours listed above.**

**\*This is an outside facility. No refunds or alternate locations will be given for inclement weather.**

**About the Event – Check All That Apply**

- Will you be serving alcohol? (Certificate of Insurance required)
- Will you setting up a temporary structure? (Certificate of Insurance required)
- Will you be hiring a caterer to serve on-site during your rental? (Certificate of Insurance required)
- Will you be hiring a DJ, band, or other entertainment? (Certificate of Insurance required)

**Availability:**

**April 19, 2025 – October 5, 2025**

Saturday: 10:00 am – Sunset

Sunday: 10:00 am – Sunset

**\*Rentals may not begin before 10:00 am and must be over by sunset.**

**Rental Rate**

|                  | <b>Resident</b> | <b>Non-Resident</b> |
|------------------|-----------------|---------------------|
| Security Deposit | \$150           | \$150               |
| Daily Rental Fee | \$300           | \$400               |

**Inside Amenities:**

- (3) 12' Rectangular Rolling Buffets
- Sink
- Refrigerator
- Electricity
- Ceiling Fans
- Microwave
- Affixed Benches
- 40 Folding Chairs
- (11) 36" Square Tables
- (8) 8' Folding Tables

**Outside Amenities:**

- 15 Picnic Tables
- 1 Wheelchair Accessible Picnic Table
- Public Restrooms
- Double Charcoal Grill  
*(no personal grills allowed)*
- Youth Playground (no exclusivity)
- Volleyball Net (no exclusivity)
- Walking Trails/Bike Path (no exclusivity)
- Basketball Court (no exclusivity)
- Tennis Court (no exclusivity)
- Skate Park (no exclusivity)

**For more information, contact Rental Coordinator at 847-599-3742 or [Rentals@GurneeParkDistrict.com](mailto:Rentals@GurneeParkDistrict.com)**

**For Office Use Only**

| <b>Rental Application</b> | <b>Completed</b>               |
|---------------------------|--------------------------------|
| Check ID                  | <input type="checkbox"/> _____ |
| Contract Signed           | <input type="checkbox"/> _____ |
| Entered in RecTrac        | <input type="checkbox"/> _____ |
| Work Order                | <input type="checkbox"/> _____ |
| Liquor License            | <input type="checkbox"/> _____ |
| COI (if needed)           | <input type="checkbox"/> _____ |

| <b>Payments</b>                   | <b>Paid</b>                    |
|-----------------------------------|--------------------------------|
| Security Deposit      \$ _____    | <input type="checkbox"/> _____ |
| Rental Fee              \$ _____  | <input type="checkbox"/> _____ |
| Total                    \$ _____ | <input type="checkbox"/> _____ |
| Deposit Refunded      \$ _____    | <input type="checkbox"/> _____ |
| <b>Notes:</b>                     |                                |

## Viking Park Summer Kitchen Rules and Regulations

**Alcohol:** Alcohol is permitted with proper Host Liquor Liability Insurance through the TheEventHelper.com listing Gurnee Park District as additionally insured, and with a permit issued by Gurnee Park District. Alcohol is not permitted outside the Summer Kitchen rental boundaries or in the park area. Individuals who have been issued permits assume the responsibility of containing alcohol consumption to the Summer Kitchen rental boundaries. A Certificate of Insurance must be provided no later than 30 days prior to the rental date.

**Animals:** No horses or other animals, with the exception of domestic animal on leashes not exceeding six feet are allowed in the park.

**Attendance:** To ensure the safety of your guests, the total number of your party may not exceed max attendance listed on the approved application. Surpassing the maximum will result in the event being closed and guests will be asked to leave the premises. No refund will be issued

**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.

**Cancellations:** Must be in writing and made at least 30 days prior to the reserved date to receive a full refund minus a \$25 administrative fee. Cancellations made less than 30 days prior will forfeit their security deposit. 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 Gurnee Park District, 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 Gurnee Park District listed as additionally insured. A copy must be provided to the Park District 30 days prior to the event.

**Clean-up:** Gurnee Park District property and equipment must be cleaned after use including trash and recyclables placed in proper receptacles and all decorations and tape removed by the renter following the event. Additional trash bags will be provided inside cans. Leave overflow bags tied next to trash receptacles. Insufficient clean-up will affect the refund of the renter's deposit.

**Decorations:** 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. Confetti, glitter, sparklers, fog or smoke emitting devices, pyrotechnics or "stage props" used for special effects are not allowed.

**Deposit Refund:** The security deposit is due at the time of reservation and is NOT included in the rental fees. Before and after the event, an inspection of the premises will be completed with the Building Attendant. The deposit will be refunded in full if the renter has complied with approved contract. It is further agreed that the renter 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 original deposit. Coming in early or staying past the approved time will also affect the security deposit. All refunds are processed in the form of original payment. Upon approval, refunds will be issued 7-10 business days following the rental.

**Electricity:** Electricity is available on-site. It is recommended to bring extension cords.

**Emergency Contact:** If there is an emergency during your event, call Park Patrol at 224-374-6331.

**First Aid:** A first aid kit is available inside the Summer Kitchen. For emergencies, contact emergency services at 911.

**Games/Fireworks:** Fireworks, flying model aircrafts, rockets, drones etc. are a safety hazard and are not permitted in any park or facility.

**Grills:** Located on-site; please leave hot coals in grills. Open fires are prohibited. Personal gas or charcoal grills are prohibited

**Hours:** Set-up for event is not permitted prior to the approved start time on the application. The event must be finished with clean-up and the building vacated by sunset. No items can be stored at the facility before or after your approved rental time. **Park closes at sunset.**

**By signing, you acknowledge you have read, understand, and agree to follow the above rules as well as all Gurnee Park District Ordinances.**

**Keys:** The Summer Kitchen is a locked facility. The key may be picked up from Gurnee Park District Staff on a pre-determined date. Following the rental, make sure all doors are locked, then drop off the key in the after-hours drop box located at the south entrance of the Viking Park Community Center. The key may not be used by anyone except the renter without prior permission from Park District staff.

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

**No Smoking:** Gurnee Park District Ordinance prohibits use of any tobacco products on or within 25 feet of any Gurnee Park District playground, sports field, skate park, shelter or structure, or 15 feet of facility entrances/exits, windows that open and ventilation intakes.

**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 [GurneeParkDistrict.com/Parks/Parks-Rules](http://GurneeParkDistrict.com/Parks/Parks-Rules).

**Organizations:** Any organizations wishing to have a rally, race, Walk-a-thon, or other community event, must complete a "Special Use Permit" application to be approved by the Executive Director.

**Payment:** Payments can be made using cash, check, Discover, Visa or MasterCard. Checks should be made payable to Gurnee Park District. All fees are to be paid in full 30 days prior to the 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 designated parking lots and are not allowed on grass areas including during set-up or clean-up of the event. Vehicles are not allowed on sidewalks, paths or brick walkways for any reason including during loading and unloading. Vehicles are not to be left in the Circle Drive after unloading

**Rental Boundaries:** Boundaries are limited to the Summer Kitchen and surrounding picnic 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, including picnic tables.

**Renter:** Renter must be 21 years of age or older and in attendance during the entire event. The renter is responsible for cleaning after the event and leaving the building in the same condition as when they arrived. 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 an outside facility. **No refunds or alternative locations will be given for inclement weather.**

**Rescheduling:** Dates are subject to availability and an administrative fee of \$15.

**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 households 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.

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

**Thor Guard Lightening Prediction System:** Gurnee Park District has installed the Thor Guard Lighting Prediction System at Viking Park. For more information about the Thor Guard Lightening Prediction System, visit [ThorGuard.com](http://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 Executive 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.

**GPD:** Gurnee Park District is not responsible for lost, stolen, or damaged personal items or personally rented equipment. Any issue that cannot be resolved by the content of this contract shall be resolved at the sole discretion of Gurnee Park District.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**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 and regulations;**
- **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: \_\_\_\_\_