

Central Park Performance Pavilion Rental Guidelines and Fees

The Performance Pavilion in Central Park is available for rent Monday – Sunday, April 1 – October 31 from sunrise to sunset. The performance pavilion has a covered stage (approx. 20' x 40') with electrical hookup capability that must be requested prior to use. Seating at the pavilion is approximately 150 with additional grass seating on the hill.

The availability of any rental site is subject to Park District programs/events or community based Park District sponsored/affiliated functions.

All rentals at the performance pavilion must adhere to Village of Grayslake Special Use Permit guidelines.

The Executive Director or his designee must approve all applications for use of the performance pavilion.

Staffing / Security: Depending on the needs of each individual rental, the Park District staff may be required to be present during the rental. Additionally, security may be required as a safety consideration at the cost of the rental. The requirements for Park District staff or additional security will be at the discretion of the Park District. Any additional costs including Park District staff expenses and security as a result of these requirements will be the responsibility of the renter.

Alcohol: There is no alcohol allowed in any of our parks; except when authorized by the Park District Board of Commissioners.

Insurance: The need for or extent of insurance required will be determined by the type or level of activity required for a rental. Park District staff will determine the necessary insurance requirements for each rental. All insurance certificates must name the Grayslake Community Park District as an additional insured.

Vehicle Access: Motorized vehicles traveling outside of designed areas (parking lots/roadways) on park property are strictly prohibited. Asphalt paths within the park sites are not considered appropriate for motorized vehicle use. Drop off/pick up must be conducted from designated areas (parking lots/roadways) to the rental site unless alternative authorization has been issued in writing by Park District staff. These special requests will be considered for equipment drop off/pick up only and will be issued to a limited number of vehicles.

Vehicles associated with the rental that access park property in an inappropriate manner, will result in the rental being cancelled immediately and the forfeiture of all fees paid.

Security Deposits: All rentals must pay a \$100.00 refundable security deposit at time of reservation. The Park District reserves the right to raise the amount of the security deposit required depending on the size and scope of the event. All security deposits are refundable if no damage has been done to the pavilion or surrounding areas including the grass, that the site is clean and that all park rules and procedures have been followed. Refunds of security deposits will be issued within fourteen days following the rental date.

Payment of Fees: All fees associated with a rental must be paid in full at time of reservation. Reservations must be made at least 30 days prior to the event to secure a permit.

Usage Rates:

Fees for each rental are determined by several factors specific to each individual rental. Refer to the categories below to determine individual/group status. Additional usage fees / costs regardless of category may be necessary depending on the individual need of each rental.

Group A – Park District sponsored activities and events

Group B – School District #127, #46, #50 and Grayslake Charter/Private Schools Sponsored activities and events.

Group C – Grayslake Park District residents (must be 21 years of age) and all Grayslake Church Groups when the purpose of the rental being conducted is not commercial in nature.

Group D – Non-Residents (must be 21 years of age) or Non Grayslake Organizations, Churches, Schools when the purpose of the rental being conducted is not commercial in nature.

Group E - Includes all groups and individuals, both resident and non-resident, when the purpose of the rental, group or the event being conducted is commercial in nature. Fees for this category are not listed. Park District staff will determine fees for a rental based on the needs of each individual rental.

Fees:

Reservation charges for the use of the Grayslake Park District Performance Pavilion

| Group | Description | Performance Pavilion Rental Fee | Additional Fees (extra picnic tables, garbage cans, etc.) |
|--------------|--|---|---|
| A | Park District | | |
| B | School District #46, #50, Grayslake Charter/Private Schools | \$74.00 for a minimum of 2 hours \$19.00 per hour after 2 hours | \$12.50 per picnic table \$5.00 per garbage can |
| C | GLPD Residents and All church groups | \$75.00 for a minimum of 2 hours \$20.00 per hour after 2 hours | \$12.50 per picnic table \$5.00 per garbage can |
| D | Non-Residents | \$150.00 for a minimum of 2 hours \$40.00 per hour after 2 hours | \$12.50 per picnic table \$5.00 per garbage can |
| E | Resident & Nonresident Commercial Use | Fee determined on an individual basis | Fee determined on an individual basis |

Cancellations: Cancellations made at least fourteen days prior to a reserved date will receive a full refund of deposits and usage fees paid. Cancellations made less than fourteen days prior to a reserved date are eligible for a 50% refund of usage fees and a full refund of the security deposit.

No refunds are given for rentals in the event of inclement weather. Rentals cancelled due to inclement weather may be given the opportunity to reschedule at a later date, depending on availability. Park District staff reserves the right to determine the severity of inclement weather and the opportunity to reschedule the rental. Park District staff may cancel a rental based upon severe weather, potential impact on park site or for any other sufficient reason. Refunds for rentals cancelled by the Park District are at the discretion of and will be determined by Park District staff.

Site Clean-up:

The performance pavilion and seating area must be clean and left in the same manner that it was at the beginning of the rental. All garbage must be picked up and placed in the appropriate trash containers. If the site is not cleaned after use, a portion of the security deposit will be deducted to cover the costs of cleaning by Park District staff.



Grayslake Community Park District

PERFORMANCE PAVILION APPLICATION

240 Commerce Drive
Grayslake, IL 60030
Phone: (847) 223-PLAY
Fax: (847) 223-OFUN

Reservation Day and Date: _____

Arrival Time: _____ Departure Time: _____

Group / Individual: _____

Contact Person (must be 21 years of age or older): _____

Mailing Address: _____
(Include City and Zip Code)

Phone Number: (____) _____ Work/Cell Number: (____) _____

Type of event planned for rental (ex: concert, wedding, church service) _____

Number of people expected at the event: _____

Are you planning on having additional security at your event? Yes____ No____
If yes, please explain: _____

Is this event open to the public? Yes____ No____ Will you be charging admission? Yes____ No____

| | | |
|------------|---------------|----------------------------|
| FEES PAID: | | CREDIT CARD NUMBER: |
| \$ _____ | DEPOSIT _____ | _____ |
| \$ _____ | RENTAL _____ | EXP DATE: _____ |
| \$ _____ | MISC _____ | DEPOSIT RETURNED ON: _____ |
| \$ _____ | TOTAL _____ | BY: _____ |

GRAYSLAKE COMMUNITY PARK DISTRICT INDEMNITY FORM

In consideration of the permission granted by the GRAYSLAKE COMMUNITY PARK DISTRICT, to the undersigned to use the following Park District facilities. The undersigned, _____, hereby expressly agrees to release, discharge and hold said Park District of Grayslake harmless and to indemnify and to protect said Park District from any claims for damages, whether it be bodily or property, and to defend the Park District from any claim for damages of any nature resulting from the use of said premises, facilities and/or equipment by the undersigned, its agents, representatives, invitees, or other persons whether caused by the negligence of the Park District and its employees or otherwise. The undersigned agrees to reimburse the Park District of any damages to Park District property resulting from stated activity. It is also agreed that NO alcoholic beverages or smoking will be permitted on Park District property at any time, unless otherwise stated by the Board of Commissioners.

I have read and understand the Central Park Performance Pavilion Rental Guidelines and Fees on the attached page.

SIGNATURE _____ DATE _____

DATE ISSUED: _____

Park District Official (Signature)