



Grayslake Park District
 240 Commerce Drive
 Grayslake, IL 60030
 P: (847) 223-7529 | F: (847) 223-6386

OFFICE USE ONLY	
Date/Time Received:	_____
Staff Initials:	_____
Permit Number:	_____

Performance Pavilion Rental Application

Renter Name: _____ Team/Organization Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Emergency/Alternate Contact: _____ Emergency Phone: _____

Type of event planned (ex. Concert, Wedding, Church Service, etc...): _____

Number of people expected to attend: _____

Requested Date: _____ Arrival Time: _____ Departure Time: _____

Are you planning to have additional security at your event?

If yes, please explain: _____

Is this event open to the public? Yes No

Will you be charging admission? Yes No

Priority use of the parks shall be as follows:

- Group A – Park District sponsored activities and events
- Group B – School District #127, #50 and Grayslake Charter/Private Schools Sponsored activities/events
- Group C – Not for Profit Groups in Grayslake and all church groups
- Group D – Residents of the Grayslake Park District
- Group E – Non-Residents

Group	Performance Pavilion	Additional Fees
A	-	-
B	\$75/two hours (minimum) \$20/each additional hour	\$12.50 per picnic table \$5.00 per garbage can
C	\$75/two hours (minimum) \$20/each additional hour	\$12.50 per picnic table \$5.00 per garbage can
D	\$75/two hours (minimum) \$20/each additional hour	\$12.50 per picnic table \$5.00 per garbage can
E	\$150/two hours (minimum) \$40/each additional hour	\$12.50 per picnic table \$5.00 per garbage can

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 ParkDistrict property at any time, unless otherwise stated by the Board of Commissioners.

By signing the Performance Pavilion Rental Application I, the undersigned, have read and understand the Grayslake Community Park District's Facility Usage Rules, Performance Pavilion Rental Policies, and the Sever Weather Policy. I take full responsibility as a Permitted User for my group to comply with these policies.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

Approved: YES NO

Dates Approved: _____ Times Approved: _____

Approved By: _____ Approval Date: _____

Certificate of Insurance Received by: _____ Date Recieved: _____

Additional Info: _____

RENTER OR OFFICE USE

Group: A B C D E

Deposit: \$ _____ Rental Fee: \$ _____ Total Paid: \$ _____ Recieved By: _____

Visa / MasterCard / Discover / Amex Expiration Date: _____ CVV#: _____

Credit Card Number: _____

Authorization Signature for Payment: _____



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Performance Pavilion Rental Policies

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.

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 Fees: 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.

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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 re-schedule 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.