

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

**Park Pavilion Rental Application**Central Park Fishing Pier

250 Library Lane

Renter Name: \_\_\_\_\_ Team/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency/Alternate Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Type of event planned (ex: Birthday Party, Wedding, Church Service, etc.): \_\_\_\_\_

Number of people expected to attend (max capacity of 50 guests): \_\_\_\_\_

Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_ Date: \_\_\_\_\_

\*Set up and clean-up must be included within your rental time

**Availability:**

- April 1 - October 31
- 10:00 am - Sunset
- Maximum of 50 guests

**Amenities:**

- Pavilion
- 6 Picnic Tables

**Other Amenities: (no exclusivity)**

- Playgrounds (2)
- Fishing
- Pickleball Courts
- Disc Golf
- Bike Path
- Restrooms (located at Aquatics and within walking distance)

**Rental Rate:**

- \$100 Residents/\$200 Nonresidents (Daily)
- \$100 Security Deposit

Registration must be done in-person at the Recreation Center, 240 Commerce Dr., at least 10 days prior to picnic date to secure a permit. Rental fees and refundable deposit must be paid at the time of reservation. Open reservations begin March 1. All reservations are first come, first served. The availability of any rental site is subject to Park District programs/events or community based Park District sponsored/affiliated functions.

**Payment Information**

Deposit: \$100

Rental Fee (circle): \$100 Resident / \$200 Nonresident Total Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV#: \_\_\_\_\_

Authorization Signature for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

## Grayslake Park Pavilion Rules and Regulations

**Alcohol:** No person is permitted to bring, possess, drink, consume, or transfer any alcoholic beverages on Park District property without first obtaining a permit from the District. All alcohol permits require Board approval and must be requested at least 30 days in advance.

**Animals:** Any domesticated dog, cat or any other domesticated animal must be leashed not exceed (6) feet in length.

**Attendance:** To ensure the safety of your guests, the total number of your party may not exceed the max attendance listed on the approval application. Surpassing the maximum will result in the event being closed and guests will be asked to leave the premises.

**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 removal from property.

**Cancellations:** Must be in writing and made at least 10 days prior to the reserved date to receive full refund minus \$25 administrative fee. Cancellations made less than 10 days prior will forfeit their \$100 security 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 will require a Certificate of Insurance with a one-million-dollar General Liability Coverage having the Grayslake Park District listed as additionally insured.

**Clean-up:** Grayslake Park District property, facility, and equipment must be cleaned after use including trash and recyclables placed in proper recyclables and all decorations removed by renter following the reservation. Insufficient clean-up will affect the refund of the security deposit.

**Decorations:** Nails, staples, tacks, hooks or clear adhesive tape may not be used to hang decorations. Command Hooks, fishing line or painters' tape are permitted.

**Security Deposit Refund:** The security deposit is due at the time of reservation and is NOT included in the rental fees. 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 repairs, replacement, or cleaning of the premises or equipment which exceed the amount of the original deposit. Staying past the approved time will also affect the security deposit. All refunds are processed in the form of the original payment. Upon approval, refunds will be issued within 30 business days following the rental.

**Electricity:** Is not available at Park District parks.

**Emergency Contact:** If there is an emergency during your reservation, call the Park Ranger phone at 224-234-4062.

**Medical Emergencies:** contact emergency services at 911.

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

**Grills:** Located on-site at some parks; please leave hot coals in the grills. Open fires are prohibited.

**Hours:** Set-up for reservation is not permitted prior to the approved start time on the application. Your reservation must be finished and clean-up by approved end time. No items can be stored at the pavilion before or after your approved rental time. Parks close at sunset.

**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 park.

**No Smoking:** Grayslake Park District Ordinance prohibits smoking 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.

**Organizations:** Any organizations wishing to have a rally, race, Walk-a-thon, or other community event, must complete an application to be reviewed and approved by the Executive Director. The event will be issued a "Special Event Permit" if approved.

**Payment:** Payments can be made using cash, check and credit cards. Checks should be made payable to Grayslake Park District. All fees are to be paid in full 30 days prior to the scheduled event. Any check returned due to insufficient funds will result in an additional \$25 charge and payment must be made in another form.

**Parking:** Vehicles are restricted to designated parking lots and are not allowed on grass areas including and during set-up or clean-up of the event. Vehicles are not allowed on sidewalks, paths or walkways for any reason including during loading and unloading.

**Rental Boundaries:** Boundaries are limited to the shelter and grill 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 reservation. The renter is responsible for cleaning and leaving the pavilion 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 Pavilion as an outside facility. No refunds or alternative locations will be given for inclement weather. Rescheduling a reservation is subject to availability.

**Resident Rate:** The term "resident" refers to Park District residents who live within Grayslake Park District boundaries and who contribute financial support to the Park District through taxes. Some households with a Grayslake mailing address may not be residents of Grayslake Park District. Proof of residency is required with the application including a valid Driver's License or State ID.

**Restrooms/Porta Potty:** availability depends on location.

**Tickets/Fees:** The renter may not charge an admission, sell tickets or solicit donations on Park District property without the written consent of the Grayslake 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.

Grayslake 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 Grayslake Park District.

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

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

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