

**WINNETKA PARK DISTRICT
PARK/FACILITY APPLICATION**

Name of Park/Facility _____

Name _____
first last company/organization

Address _____
street city zip phone

Date of Function _____ Time in _____ Time out _____

Number of participants _____ % of Park District residents _____

Please describe function _____

Alcohol Policy

In March 2005, the Winnetka Park District Board of Commissioners approved a policy requiring all users of the District's Parks and Facilities to obtain Special Event Host Liquor Liability insurance in the amount of \$1,000,000. This insurance will only be required if alcohol is being served. All groups of 10 or more who will be hosting a picnic, paddle party, golf outing, or any event in which alcohol will be served are being asked to purchase this insurance and name the Winnetka Park District as an additional insured. If you are charging an admission to your event, you must also secure dram shop insurance.

If you wish to serve alcohol, listed below are some options that are available for you to secure the proper insurance. Proof of insurance must be provided to the Park District at least seven (7) days before your event.

Home Owners Insurance:

Some insurance companies will provide a one day Special Event Liquor Liability rider to your Home Owners policy. The Park District must be named as an additional insured. Contact your local agent for information.

Market Access:

The Winnetka Park District can provide the required coverage through Market Access for a fee of \$200. You will be the named insured and the Winnetka Park District will be an additional insured.

Will alcoholic beverages be served? Yes _____ No _____ Will alcohol be sold? Yes _____ No _____

WINNETKA PARK DISTRICT PARK/FACILITY APPLICATION

Parks	Res	Non Res
*Crow Island	Free	\$50
*Indian Hill	Free	\$50
*Hubbard Woods	Free	\$50
Tower	Free	\$50
Maple	Free	\$50
Elder	Free	\$50

*Crow Island, Indian Hill and Hubbard Woods require a key deposit if washrooms are needed for rental. Tower, Maple and Elder Parks do not have washroom access unless beaches are open.

Deposits	Res	Non Res
Park only	\$50	\$100
Key Deposit	\$100	\$200

Keys must be signed out at the Administration Office one or two days prior to rental during business hours.

Facility Fee _____

Equipment Fee _____

Insurance _____ (non-refundable)

Key or Park Deposit _____

Key Number _____

Payment **Check** _____ **Cash** _____ **Credit Card** _____ **Exp.** _____

Payment must be made at time of reservation

I have read/received the Park Rules and Regulations

Signature of Applicant Date

Approved _____
Director of Parks and Recreation-Winnetka Park District

*This form not valid
until signed by a
Park District official*

Date _____ **Staff Initials** _____

Notes: _____

Facilities	Res	Non Res
Community Room	\$25 per hour	\$50 per hour
Tennis Shack	\$25	\$50
Maple Beach House	\$100*	\$200*
Elder Beach House	\$100*	\$200*

*These fees are for up to six hours. Each additional hour after six will be charged \$25.00 per hour. These rates do not include beach access.

Equipment Rentals

Six foot long Propane Grill \$75.00

Park and Facility Maximums and Equipment		
	Maximums	Equipment
Parks		
Crow Island	75	6 picnic Tables
Indian Hill	50	2 tables, 20 chairs
Maple St	75	
Elder Lane	75	
Tower Rd	25	2 picnic tables
Hubbard Woods	100	4 tables, 30 chairs
Facilities		
Maple Beach House	75	6 tables, 50 chairs
Elder Beach House	25	2 tables, 20 chairs

WINNETKA PARK DISTRICT RULES & REGULATIONS

The Winnetka Park District requests that you report any damages, vandalism, dangerous situations or inconveniences you may notice during your use of the site.

Reservations must be made by person's 21 years of age or older.

Residents- To be considered a resident group, 51% of the group needs to be Winnetka residents.

The Shelters and Beach Houses will be closed from October 15th through May 15th each year. This means there will be no access to the building and water and rest rooms are not functional.

Park and or key deposits will be mailed back five (5) days after the date of the function and or the return of the shelter key.

Absolutely no glass of any kind is allowed in any park.

Hours-Patrons are requested not to enter or remain in any park after posted closing time or before daybreak unless authorized by the Director. The hours of the parks are 6:00AM- 10:00PM, unless otherwise posted.

Picnics at Elder, Maple and Tower do not include beach privileges.

Dumping-Containers are provided for the deposit of garbage or other refuse matter of any kind. The Park District requests that all park users dispose of garbage in the containers provided.

Traffic-The Winnetka Park District requests that patrons park in the designated areas and not restrict normal use of the park. The Park District prohibits mini-bikes, snow mobiles, operating a motor vehicle in the manner of reckless driving, drag racing or driving under the influence of alcohol on any Park District property.

Protection of Property-The Park District requests that persons not remove or climb upon any plants, trees, shrubs or fences. Injurious substances cannot be discharged in the water, air, or upon the ground in any park.

Permit Fees-The Park District Board of Commissioners will establish all fees charged for the use of any park.

Animals-No animals (except seeing eye dogs) shall be permitted upon any property of the Park District, except for The Green Bay Trail and the paths & Beach at Centennial Park. At these two sites, pets must be kept on a leash six feet or less at all times and the person responsible, must have in their possession the means to clean up after their pet. Trapping, hunting or an attempt to harm or capture any native animals or birds from any property of Park District is not permitted. Dogs are allowed off leash on Centennial Beach only.

Weapons- The Park District prohibits guns or firearms (unless such person is a police officer) in his/her vehicle or use in any way on Park District Property.

Alcohol-Alcohol will be permitted in the parks with a specific written permit from the Director and host liquor liability insurance is required for any event where liquor is served.. Other wise persons shall not consume, have in his/her possession any beer, wine, ale or other intoxicating liquors while on Park District property.

Sound Level-No person shall cause any unusually loud noise not normally associated with or attendant to the conduct of permitted recreational activities, including loud playing or operation of radios, tape players, televisions, noisemakers, musical instruments or other sound producing device. Sound amplification devices of any kind are prohibited unless utilized in conjunction with a special event conducted with the prior approval of the District.

Rental Equipment- Rental equipment will be delivered to Winnetka Park District owned properties only.

Application Signature _____

Date _____