



# Park / Facility Rental Application

## Contact Information

First & Last Name: \_\_\_\_\_ Organization (if applicable): \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Function Information

Park/Facility Name: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Please Describe Function: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Percent Park District Residents: \_\_\_\_\_

Will you charge a fee?  Yes  No Will you hire a caterer?  Yes  No

Will alcoholic beverages be served?  Yes  No Will alcoholic beverages be sold?  Yes  No  
Please read page 2 for information on certificates of insurance and page 3 for our alcohol policy.

Who will you secure insurance through?  Personal  Winnetka Park District  Event Helper  N/A

Will you be setting up any temporary structures (e.g., inflatables, bounce houses, tents, etc.)?  Yes  No

Will you be hiring any entertainment? If yes, provide more information below.  Yes  No

Please provide any additional information regarding your event: \_\_\_\_\_  
\_\_\_\_\_

## Acknowledgment

I have read, understand, and agree to abide by the Winnetka Park District facility rental procedures and regulations.

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY			
Facility Fee (50% non-refundable deposit included)	\$ _____	Received By _____	Date _____
Security Deposit	\$ _____	Approved By _____	Date _____
Insurance (non-refundable)	\$ _____	Notes _____	
Total	\$ _____	Patron _____	Parks _____ Police _____

Parks/Facilities	Res Fee	Non-Res Fee	Deposit	Max	Equipment	Notes
Community Room**	\$25/hour	\$50/hour	\$100	30		
Crow Island Woods**	\$25/hour	\$50/hour	\$100	75	4 Picnic Tables	
*Elder Ln. Beach House	NA		NA	NA	NA	Not available for rent.
*Elder Ln. Park**	\$10/hour	\$20/hour	\$100	75	5 Picnic Tables	No restrooms. Beach closed.
Hubbard Woods Park**					5 Picnic Tables	Inquire about rentals.
Indian Hill**	\$25/hour	\$50/hour	\$100	50	2 Tables, 20 Chairs	
*Maple St. Beach House	\$40/hour	\$80/hour	\$100	75	6 Tables, 50 Chairs	
*Maple St. Park**	\$10/hour	\$20/hour	\$100	75	6 Picnic Tables	No access to restrooms unless beach is open.
*Tower Rd. Park**	\$10/hour	\$20/hour	\$100	25	1 Picnic Table	No access to restrooms unless beach is open.

\* Renting this park/facility does NOT grant you beach access. All guests entering the beach must use a pass or guest card. If renting the beach house, please ask our administration staff for additional information regarding beach access for your guests before your event.

\*\*For 501(c)(3) organizations, the following rates apply: resident groups will be charged only (1) hour at the resident rate and non- resident groups will be charged the hourly resident rate for the duration of the rental. Please see our administration staff for additional information.

**Rental Deposits** are required at the time of application submittal. A 50% nonrefundable deposit is required for all rentals. Once the application is confirmed, 50% will be placed towards the rental fee. If a rental is canceled, the 50% deposit will not be refunded.

**Security Deposits** are required from all groups using any Park District parks and/or facilities. Security deposits will be refunded in full approximately one to two weeks after your rental. The Park District reserves the right to withhold all or a portion of the security deposit for any damages, loss of keys, or excessive time spent cleaning by staff. Damages above the deposit fee will be charged to the group and/or contact person named on this application. The Park District reserves the right to make adjustments in these fees as necessary

**Certificate of Insurance.** It is the policy of the Winnetka Park District to require all users of District parks and facilities to provide a Certificate of Insurance demonstrating proof of general liability insurance with minimum limits of \$1,000,000 per occurrence for all caterers and vendors hired by the individual or group applying for a permit. Any individual or group using any temporary structures, such as tents, games, and inflatable structures, will be required to provide a Certificate of Insurance demonstrating proof of general liability coverage, with minimum limits of \$1,000,000 per occurrence. The Winnetka Park District must be listed as additionally insured with the 540 Hibbard Road address. Any individual or group hosting an outing or event in which alcohol will be served are required to obtain Special Event Host Liquor Liability insurance of \$1,000,000 per occurrence. Insurance may be purchased through [this website](#). Once there, please select the Winnetka Park District at 540 Hibbard Road in the drop-down menu. Proof of insurance must be provided to the Park District seven days in advance of your event. In addition to the Host Liquor Liability insurance, Statutory Liquor Liability coverage (dram shop insurance) will also be required if you hire a caterer or vendor to serve alcohol, admission is being charged to attend the event, or alcohol will be sold during your event.

## Payment Information

Type:       Cash                       Check                       Credit Card (Amex, Visa, MasterCard, Discover)

Account #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Exp. Date: \_\_\_\_/\_\_\_\_      Total Enclosed: \$ \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_      Authorized Signature: \_\_\_\_\_

## **General Facility Rental Procedures & 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. Please refer to Parks Conduct Ordinance #504 for complete Rules and Regulations (available at the Administrative Office).

**Alcohol**--Alcohol will be permitted in the parks with specific written permission from the Superintendent of Recreation. Host liquor liability insurance is required for any event where liquor is served. Dram Shop insurance may also be required. Otherwise, persons shall not consume or have in his/her possession any beer, wine, ale, or other intoxicating liquors while on Park District property.

**Animals**--No animals except service animals shall be permitted upon any lakefront property or property with a playground. At all other 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 attempting 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.

**Attendance**—To ensure your guests' safety, the total number of your party may not exceed the maximum attendance listed on the approved application. If the actual attendance is larger than the number stated on the application, the deposit may be forfeited.

**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 from the facility. The renter is responsible for the behavior and language of themselves and all guests.

**Damage to Property**—Renter/User will be responsible for and will pay for any damage to property, beyond ordinary wear and tear.

**Dumping**--Containers are provided for the deposit of garbage or other refuse matter of any kind (excluding charcoal). The Park District requests that all park users dispose of waste in the containers provided. Charcoal must be disposed of by personal means.

**Glass**--Absolutely no glass of any kind is allowed in any park.

**Grilling**--Use of a personal grill is allowed only in park areas (NO grills of any kind are permitted on the beach). Charcoal must be doused and disposed of by private means. No charcoal, smoldering, or otherwise extinguished, may be deposited in Winnetka Park District receptacles.

**Hours**--Patrons are requested not to enter or remain in any park after posted it closes or before daybreak unless authorized by the Superintendent of Recreation. The hours of the parks are 6:00AM- 10:00PM unless otherwise posted. The Beach Houses will be closed from October 15th through May 15th every year. This means there will be no access to the building; water and restrooms are not functional.

**Indemnification and Hold Harmless**--Renter/User shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers, and agents from and against all claims, damages, losses, and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the use of the premises or any business or activity thereon, or any work or thing whatsoever done, or condition created in or about the premises during the use; (ii) any act, omission, wrongful act or negligence of Renter/User or any Renter/User's contractors or subcontractors, guests, invitees, or other members of Renter/User's group; (iii) any accident, injury or damage whatsoever occurring in or at the premises, regardless of whether or not it is caused in part by a party indemnified hereunder.

**Injurious Substances**--Injurious substances cannot be discharged in the water, air, or upon the ground in any park.

**Keys**--The key to the facility will be available for pick up at the Administrative Office one day before the event.

**Non-Profit / Fundraisers**--If your park rental is being utilized for a fundraiser, the Winnetka Park District reserves the right to be listed as a partner/sponsor and be entitled to full partner/sponsor benefits no charge.

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

**Protection of Property**--Do not remove or climb upon any plants, trees, shrubs, or fences.

**Refunds/Cancellations**—Requests must be made in writing from the renter 14 days before the rental date to receive a refund of the remaining balance. The nonrefundable rental deposit will not be returned to the applicant under any circumstance.

**Rental Deposits**--Are required at the time of application submittal. A 50% nonrefundable deposit is required for all rentals. Once the application is approved, 50% will be applied to the rental fee. If a rental is canceled, the 50% deposit will not be refunded.

**Renter**—Renter must be 21 years of age or older and in attendance during the entire event. The renter will assume full responsibility for the rental and liability, including alcohol distribution.

**Reservations & Payment**—Reservations will not be accepted via telephone. At the time of reservation, proof of residency must be provided, the application must be filled out in full, and the security and rental deposits are paid. Once the application is received by the Park District and the date is verified as available, the rental will be approved for that date. Applying is not a confirmation of the rental. All fees are to be paid in full, and paperwork is completed no later than seven days before the rental date.

**Resident Rates**--To be considered a resident group, 51% need to be Winnetka residents.

**Security Deposits**--Are required from all groups using any Park District parks and/or facilities. Groups must make a \$100 deposit. Security deposits will be refunded in full approximately one to two weeks after your rental. The Park District reserves the right to withhold all or a portion of the security deposit for any damages, loss of keys, or excessive time spent cleaning by our staff. Damages above the deposit fee will be charged to the group and/or contact person named on this application. The Park District reserves the right to make adjustments in these fees as necessary.

**Smoking**—Smoking is prohibited in buildings and within 15 ft of entrances, windows, and ventilation systems.

**Sound Level**--No person shall cause any unusually loud noise not generally 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 devices. Sound amplification devices are prohibited unless utilized in conjunction with an event conducted with the District's prior approval.

**Traffic**--The Winnetka Park District requests that patrons park in the designated areas and not restrict the park's normal use.

**Vehicles**--The Park District prohibits operating a motor vehicle, mini-bikes, and/or snowmobiles in the manner of reckless driving, drag racing, or driving under the influence of alcohol on any Park District property.

**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.

## **Waiver and Release of All Claims and Assumption of Risk**

Please read this waiver carefully and be aware that by continuing with this online registration and participating in the identified programs/activities, you will be expressly assuming all risk and all legal liability, and waiving and releasing all claims for any disease (including but not limited to contracting or spreading COVID-19), injury, damages, or loss that you, and your minor child/ward, might sustain as a result of participating in the above referenced programs and activities (including transportation services/vehicle operation, when provided).

I recognize and acknowledge that there are certain risks of physical injury and disease to participants in these programs/activities, and I voluntarily agree to assume the full risk of any and all injuries, damages or losses, regardless of severity, my minor child/ward or I sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward, may have (or that might accrue to me or my child/ward) as a result of participating in these programs/activities against the Winnetka Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred as Winnetka Park District). I do hereby fully release and forever discharge the Winnetka Park District from any and all claims for disease, injuries, damages, or losses my minor child/ward, or I may have or which may accrue to me, my minor child/ward, or any other individuals arising out of, connected with, or in any way associated with these programs/ activities. Further, I do hereby indemnify, defend, and hold the District harmless from and against any and all claims, causes, injuries, damages and losses by third parties against the District arising from or in any way related to my or my child's/ward's participation in the identified programs/activities described above. I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering online or via fax, my online facsimile signature shall substitute for and have the same legal effect as my signature on an original form.

### **Residency Policy**

Recreation program residency rates apply to everyone who lives within Park District boundaries and pays Winnetka Park District taxes. Non-residents pay an additional non-resident fee per program. Non-residents fees are the second fee shown in program descriptions.

### **Photo/Video Policy**

Photos and video footage are periodically taken of participants in a class, during a special event or at the District's parks and facilities. Please be aware that, by signing this waiver and release you are authorizing the Park District to use these photos and video footage for District advertising and promotion without your further permission and without any compensation to you. All photos/videos are property of the Park District. Please call the Marketing department at (847) 501-2044 for more information.

**Participant's Name(s)** (please print): \_\_\_\_\_

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

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

Participation will be denied if the signature of adult participant or parent/guardian and date are not on this waiver.