



Park / Facility Rental Packet

Park + Facility Rental Information

Facility Rooms	Res Fee	NR Fee	Group MAX	Rental MIN	Notes
Community Room	\$35/hour	\$55/hour	30	1 hour MIN	
Lloyd Beach House	\$100/hour	\$150/hour	50	3 hour MIN	Includes access to beach (no swimming permitted) when beach is open.
Maple St Beach House	\$100/hour	\$150/hour	50	3 hour MIN	Includes access to swimming beach when open.
Tennis Lounge ++	\$100/hour	\$150/hour	30	2 hour MIN	Member discount available.
Tennis Shack ++	\$50/hour	\$62.50/hour	30	2 hour MIN	Member discount available.
Platform Tennis Hut ++	\$100/hour	\$125/hour	50	4 hour MIN	Member discount available.
Parks & Shelters	Res Fee	NR Fee	Group MAX	Rental MIN	Notes
Crow Island Woods	\$25/hour	\$50/hour	75	4 hour MIN	Restrooms
Indian Hill	\$25/hour	\$50/hour	50	4 hour MIN	Restrooms
Maple St Park *	\$15/hour	\$25/hour	75	4 hour MIN	No restrooms
Tower Rd Park *	\$15/hour	\$25/hour	25	4 hour MIN	No restrooms

* 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 rental staff for additional information regarding beach access for your guests before your event.

++ Rentals for Tennis Lounge, Tennis Shack & Platform Tennis Hut require a separate application. Visit www.winnepark.org/park-district-info/parties-rentals/facility-rentals/.

Rental Payment is required at the time of application submission. If a rental is canceled prior to 14 days of rental date, 50% of payment is non-refundable. If rental is cancelled within 7 days of rental date, 100% of payment is non-refundable.

Security Deposits may be required from all groups using any Park District parks and/or facilities. The \$100 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 security 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

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

501(c)(3) organizations rental rates: 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.

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

Winnetka Park District – 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: _____

Payment Information

Total Enclosed: \$ _____ Type: Cash Check Credit Card _____ Exp Date _____

Cardholder's Name: _____ Authorized Signature: _____

Acknowledgment

I have read, understand, and agree to abide by the Winnetka Park District facility rental procedures and regulations. I have read and fully understand the warning of risk, assumption of risk and waiver and release of all claims.

Name (please print): _____ Signature: _____ Date: _____

**** REMINDER: Renter must pick up facility/park key one business day prior to rental at the Administrative Office.**

OFFICE USE ONLY:	Received By: _____	Date: _____
Rental Fee: \$ _____	Approved By: _____	Date: _____
Security Deposit \$ _____	Copy to: <input type="checkbox"/> Renter <input type="checkbox"/> Parks <input type="checkbox"/> Police	
COI Received: _____	Notes: _____	

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-- Persons shall not consume or have in his/her possession any beer, wine, ale, or other intoxicating liquors while on Park District property. Alcohol will be permitted in the parks with specific written permission from the Director of Recreation + Facilities. 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. 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. Proof of insurance must be provided to the Park District seven days in advance of your event.

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.

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 (540 Hibbard Rd) must be listed as additionally insured.

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.

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

Keys—Keys to park shelters, Community Room and Beach Houses will be available for pick up at the Administrative Office one business 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.

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) 501-2040 for more information.

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

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 payments are made. 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, 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 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 injury, damages, or loss that you, and your minor child/ward, might sustain as a result of participating in the above referenced programs/ activities. 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.

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.

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.