

# Winnetka Park District Park/Facility Application

WINNETKA PARK DISTRICT 540 Hibbard Rd., Winnetka, IL 60093  
 OFFICE HOURS: Mon-Fri 8:30am-5:00pm, Sat 9:00am-12:00pm  
 PHONE: (847) 501-2040 FAX: (847) 501-5779



PARK/FACILITY NAME: \_\_\_\_\_

DATE OF FUNCTION: \_\_\_\_\_ TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_

NAME: \_\_\_\_\_  

FIRST
LAST
COMPANY/ORGANIZATION

ADDRESS: \_\_\_\_\_  

#
STREET
CITY
ZIP

PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NUMBER OF PARTICIPANTS: \_\_\_\_\_ % OF PARK DISTRICT RESIDENTS: \_\_\_\_\_

PLEASE DESCRIBE FUNCTION: \_\_\_\_\_

WILL YOU CHARGE A FEE TO PARTICIPATE?  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 PAGES TWO AND THREE FOR MORE DETAILED INFORMATION REGARDING OUR ALCOHOL POLICY.**

WILL YOU HAVE TENTS, GAMES, INFLATABLES, ETC. (PLEASE DESCRIBE): \_\_\_\_\_

**PLEASE NOTE:** Renting Elder Ln., Maple St. or Tower Rd. Park/Beach House does **NOT** grant you beach access.  
 You must provide a season pass, guest card or pay a daily fee to be admitted to the beach.

**REMINDER**

You may pick up the key one day prior to your event at the Administration Office.

Facility Fee: \$ \_\_\_\_\_

Equipment Fee: \$ \_\_\_\_\_

Insurance: \$ \_\_\_\_\_  
[non-refundable]

Rental Deposit: \$ \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Winnetka Park District Staff

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Winnetka Park District Superintendent of Recreation

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**GRILL**  Location: \_\_\_\_\_

Office     Patron     Parks     Safety     Police     Other: \_\_\_\_\_

<b>Parks/Facilities</b>	<b>Res Fees</b>	<b>Non-Res Fees</b>	<b>Max</b>	<b>Equipment Provided</b>
Community Room	\$25/hour	\$50/hour	30	---
Crow Island Woods	Free	\$50	75	4 Picnic Tables
Elder Ln. Beach House~	\$100**	\$200**	25	2 Tables, 20 Chairs
Elder Ln. Park*~	Free	\$50	75	5 Picnic Tables
Hubbard Woods	Free	\$50	100	4 Tables, 20 Chairs
Indian Hill	Free	\$50	50	2 Tables, 20 Chairs
Maple St. Beach House~	\$100**	\$200**	75	6 Tables, 50 Chairs
Maple St. Park*~	Free	\$50	75	6 Picnic Tables
Tower Rd. Park*~	Free	\$50	25	---
6' Propane Grill	\$75	\$75		

*\*Does not have washroom access unless beaches are open.*

*\*\*Fees are for up to six hours. Each additional hour will be charged a fee of \$25/hour.*

~Renting this park/facility does **NOT** grant you beach access. You must provide a season pass, guest card or pay a daily fee to be admitted to the beach.

**Rental Deposit**

Deposits are required from all groups using any of the Park District parks and/or facilities. Groups must leave a **\$100/\$200** rental deposit depending on if they are a **resident/non-resident** group, respectively. You will be charged for any damages, loss of keys and time spent for clean up by our staff (if required). These charges will be deducted from your deposit. The Winnetka Park District reserves the right to make adjustments in these fees as necessary. Damages over and above your deposit fee will be charged to the group and/or contact person named on this application.

**PAYMENT INFO**

Cash    Check    Credit Card  
Visa | MasterCard | Discover

Account #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp. Date: \_\_\_\_ / \_\_\_\_ Total Enclosed: \$ \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

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

**Certificate of Insurance**

A Certificate of Insurance, as well as proof of liability naming the Winnetka Park District as additional insured for all caterers and vendors hired by the individual or group applying for a permit is required. This includes the rental of any temporary structures, such as tents, games and inflatable structures. All certificates must be site specific, date specific, and name the Winnetka Park District as being additionally insured. Minimum liability of \$1,000,000.

**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 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 two 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.

**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.

**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. Otherwise persons shall not consume, have in his/her possession any beer, wine, ale or other intoxicating liquors while on Park District property.

**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.

**Deposits**--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.

**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.

**Glass**--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. 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 restrooms are not functional.

**Injurious Substances**--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.

**Protection of Property**--The Park District requests that persons not remove or climb upon any plants, trees, shrubs or fences.

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

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

**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.

**Traffic**--The Winnetka Park District requests that patron's 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.

**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.

**I have read/received the Park Rules & Regulations**

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_