

# Winnetka Park District Platform Tennis Facility Application

WINNETKA ICE ARENA & PLATFORM TENNIS 490 Hibbard Rd., Winnetka, IL 60093  
PHONE: (847) 501-2060 FAX: (847) 501-3587



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  
 If YES, will you purchase insurance through the Winnetka Park District?  YES  NO, we will provide our own.

***PLEASE READ PAGES THREE AND FOUR FOR MORE DETAILED INFORMATION REGARDING OUR ALCOHOL POLICY.***

- Reservation Includes:**
- Use of the Hut for 4 Hours
  - Use of 4 Courts for 4 Hours
  - 2 Court add-on for add'l fee
  - Use of loaner paddles & balls
  - Post-party clean-up

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

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Winnetka Park District Facilities Supervisor*

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

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

2-Court Add-on: \$ \_\_\_\_\_

Insurance: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<u>Facility Rental</u>	<u>Resident Fees*</u>	<u>Non-Resident Fees</u>	<u>WPTC Member Fees*</u>	<u>Max</u>	<u>Equipment Provided</u>
Paddle Hut & 4 Courts	\$350	\$400	\$300	50	Loaner Paddles & Balls

**ADDITIONAL FEES:**

Host Liquor Insurance	\$200	\$200	\$200
After hours fee**	\$50/hr	\$50/hr	\$50/hr
Excessive clean-up**	\$75	\$75	\$75

**\*The individual making the reservation must be a Resident or WPTC member in order to qualify for those rates.**

**\*\* Penalty fees – see Facility Use**

**Facility Use:**

Parties are scheduled from 7:00pm to 11:00pm unless otherwise agreed upon. **Please note that the lights must be turned off on the courts at 11:00pm and that any group remaining in the hut after that time will be charged an additional \$50.00/hr.** It is the responsibility of the party holder to maintain the facility before, during and after the party. The party holder assumes responsibility for all damages incurred to the hut and courts during the course of the rental. The lights and fireplace are to be turned off and the doors are to be locked before leaving. Paddles and balls are to be placed in the bins or baskets. **The party holder will be billed an additional \$75.00 in the event excessive clean-up is required by the Winnetka Park District staff.** The Winnetka Park District reserves the right to make adjustments in these fees as necessary. Damages 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: \_\_\_\_\_

**Refund Policy**

A credit card is required from all groups using any of the Park District parks and/or facilities. The Winnetka Park District reserves the right to make adjustments in these fees as necessary.

More than 60 Days from the event:	Full Refund
30-59 Days from the event:	50% Refund
Less than 30 Days:	No Refund

All refund requests must be made directly to Judi Lendino, 847-501-2059 or [jlendino@winpark.org](mailto:jlendino@winpark.org).

Damages over and above your deposit fee will be charged to the group and/or contact person named on this application.

**Weather Policy**

If it is not possible to use the courts due to extreme weather conditions, a 50% refund will be given if the hut is utilized. Excessive rain or snow or wind chill of -15 will constitute extreme weather conditions.



## **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 with a 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. If you are charging an admission to the event or selling the alcohol 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. The fee for the Host Liquor Liability is \$200. The dram shop insurance is an additional \$160. You will be named insured and the Winnetka Park District will be an additional insured.

**Winnetka Park District  
Platform Tennis Facility  
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. **Children must be supervised at all times.**

**Alcohol**--Host liquor liability insurance is required for any event where liquor is served. 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 seeing-eye dogs) shall be permitted upon any property of the Park District which is on the lakefront or has 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 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.

**Clean-up**--Containers are provided for the deposit of garbage or other refuse matter of any kind. All trash (bottles, cans food etc.) is to be placed in the appropriate container. All personal belongings should be removed. All food/drinks/utensils removed at the end of the party. Paddles and balls are to be placed in the appropriate bins or baskets. **The party holder will be billed an additional \$75.00 in the event excessive clean-up is required by the Winnetka Park District. Damages will be charged to the group and/or contact person named on this application**

**Deposits**--Credit card information must be supplied in order to reserve the platform facility.

**Hours**--Patrons are requested not to enter or remain in any park after posted closing time. Parties are scheduled from 7:00pm to 11:00pm unless otherwise agreed upon. **Please note that the lights must be turned off on the courts at 11:00pm and that any group remaining in the hut after that time will be charged an additional \$50.00/hr.**

**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.

**Smoking**--Smoking is **not** allowed.

**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 devices. 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.

**Vehicles**--The Park District prohibits operating a motor vehicle, mini-bikes, and/or snow mobiles 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 Winnetka Park District Platform Tennis Facility Rules & Regulations**

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

Revised 8/4/2016 JL