

# Winnetka Park District Park/Facility Application



WINNETKA PARK DISTRICT 540 Hibbard Road, Winnetka, IL 60093  
 OFFICE HOURS: Mon-Fri 8:30am-5:00pm, Sat 9:00am-12:00pm  
 PHONE: (847) 501-2040 FAX: (847) 501-5779 EMAIL: [wpdinfo@winpark.org](mailto:wpdinfo@winpark.org)

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

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

NAME: \_\_\_\_\_  
FIRST LAST COMPANY/ORGANIZATION

ADDRESS: \_\_\_\_\_  
# STREET CITY ZIP

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

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

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

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 PAGE 2 REGARDING CERTIFICATES OF INSURANCE AND PAGE 3 FOR MORE DETAILED INFORMATION REGARDING OUR ALCOHOL POLICY.

WILL SECURE INSURANCE THROUGH:  PERSONAL  WPD  EVENT HELPER  N/A

WILL YOU BE SETTING UP ANY TEMPORARY STRUCTURES? IE INFLATABLES, BOUNCE HOUSE, TENTS, ETC.  YES  NO

WILL YOU BE HIRING ANY ENTERTAINMENT?  YES  NO IF YES, PROVIDE INFORMATION BELOW.

PLEASE PROVIDE ANY ADDITIONAL INFORMATION REGARDING YOUR EVENT: \_\_\_\_\_

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

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

**\*REMINDER: Please pick up the key one day prior to your event at the Administration Office.**

Facility Fee: \$ \_\_\_\_\_  
(50 %non-refundable rental deposit included)

Security Deposit \$ \_\_\_\_\_

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

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

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

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

<u>Parks/Facilities</u>	<u>Res Fees</u>	<u>Non-Res Fees</u>	<u>Security Deposit</u>	<u>Max</u>	<u>Equipment Provided</u>	<u>Notes</u>
Community Room**	\$25/hour	\$50/hour	\$100	30		
Crow Island Woods**	\$25/hour	\$50/hour	\$100	75	4 Picnic Tables	
*Elder Ln. Beach House	\$30/hour	\$60/hour	\$100	25	2 Tables, 20 Chairs	
*Elder Ln. Park**	\$10/hour	\$20/hour	\$100	75	5 Picnic Tables	Does not have washroom access unless beaches are open.
Hubbard Woods Park**	\$25/hour	\$50/hour	\$100		5 Picnic Tables	Rental includes Bocce courts with 2 set of Bocce balls
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	Does not have washroom access unless beaches are open.
*Tower Rd. Park**	\$10/hour	\$20/hour	\$100	25	1 Picnic Table	Does not have washroom access unless beaches are open.

**\* Renting this park/facility does NOT grant you beach access. All guests entering the beach must have purchased the daily fee, used a guest card, or presented their season beach pass. If renting the beach house, please ask our administration staff for additional information regarding beach access for your guests, prior to 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 application is confirmed the 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 for clean up by our staff. Damages over and 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.

**PAYMENT INFO**

Cash    Check    Credit Card  
Visa | MasterCard | Discover

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

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

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

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

**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. Any individual or group hosting an outing or event in which alcohol will be served is required to obtain Special Event Host Liquor Liability insurance in the amount of \$1,000,000 per occurrence. **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 a caterer or vendor is being hired to serve alcohol, admission is being charged to attend the event, or alcohol will be sold during your event.**

## **Winnetka Park District 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 a specific written permit 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 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.

**Attendance**--To ensure the safety of your guests, 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 garbage 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 allowed on the beach). Charcoal must be doused and disposed of by personal 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 closing time 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 of 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 prior to 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 at no charge.

**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.

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

**Rental Deposits** -Are required at the time of application submittal. A 50% non-refundable deposit is required for all rentals. Once application is approved, the 50% will be applied towards 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 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. Submitting an application is not confirmation of the rental. All fees are to be paid in full and paperwork completed no later than 7 days prior to the rental date.

**Resident Rates**--To be considered a resident group, 51% of the group 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 for clean up by our staff. Damages over and 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 feet of building entrances, windows and ventilation systems.

**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 patrons 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.