

# Winnetka Park District Tennis Shack Rental Application

A.C. Nielsen Tennis Center 530 Hibbard Rd., Winnetka, IL 60093  
**OFFICE HOURS: Mon-Fri 6:30am-9:00pm, Sat 6:30am-6:00pm**  
**PHONE: (847) 501-2065      FAX: (847) 501-3057**



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): \_\_\_\_\_

**REMINDER**

You may pick up the key the day of your event at the Tennis Center Service Desk.

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

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Winnetka Park District Facility Mgr.*

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

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

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

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

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

Location: \_\_\_\_\_

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

# Winnetka Park District Rental Fees & Requirements

<u>Parks/Facilities</u>	<u>Nielsen Member Fees</u>	<u>Res Fees</u>	<u>Non-Res Fees</u>	<u>Max</u>	<u>Equipment Provided</u>
Tennis House	\$75	\$100	\$125	50	Chairs, Tables, Bathroom, Refrigerator

**\*\*Fees are for up to 2 hours. Each additional hour will be charged a fee of \$25/hour.**

### 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.

### 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 an 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 the event or selling the alcohol you must also secure dram shop insurance. 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 [www.theeventhelper.com/partner/pdrma](http://www.theeventhelper.com/partner/pdrma). The fee for the Host Liquor Liability is varies depending on the scope of coverage (est \$115). The dram shop insurance (if selling alcohol) is an additional \$160. You will be 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 in the Nielsen Tennis House.

**Deposits**--Key deposits will be mailed back five (5) days after the date of the function.

**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.

**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.

**Injurious Substances**--Injurious substances cannot be discharged in the water, air, or upon the ground in 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 facility. 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:** \_\_\_\_\_