



Grandwood Park District  
**Lake Park Picnic Shelter Rental Application/Contract**  
 36630 N. Hutchins Rd., Gurnee IL 60031

**Renter Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Rental Date Requested:** \_\_\_\_\_ **Event Type:** \_\_\_\_\_

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

**Start Time of Rental:** \_\_\_\_\_ **End Time of Rental:** \_\_\_\_\_ **Total Rental Hours:** \_\_\_\_\_

**PICNIC SHELTER IS AVAILABLE FROM SUNRISE TO SUNSET**

**Number of Guests Expected:** \_\_\_\_\_

**About Your Event – Check all that apply:**

- Will you be serving alcohol? (Purchase of liability policy required)
- Will you be hiring a DJ/Live Band?
- Will you be using any rental equipment? (Certificate of Insurance from Rental Company may be required)
- Will you be hiring a caterer/using a food truck? (Certificate of Insurance may be required)

**Availability:**

The picnic shelter is available 7 days a week, from **sunrise to sunset**.

**Regular Rate:**

Security Deposit	\$75
Daily Fee	\$50
 Host Liquor Liability Policy	 \$220

**Applications/Reservations:**

- Security Deposit payment is due at the time of application to guarantee the date. Balance due is payable 2 weeks before the rental.
- Application paperwork must be filled out in full, and full security deposit must be paid to have your application processed. Reservations must be made in person and the security deposit may be paid by cash, check, or credit card. To reserve a date, after talking to the office to confirm availability, if you choose to reserve the date immediately, you may pay the deposit online. You must come into the office to complete the paperwork within 5 business days, or security deposit will be returned. Your date is NOT guaranteed until the deposit has been paid.
- Reservations are approved on a first-come, first-served basis, as measured by the receipt of security deposit.
- Submitting an application is not a confirmation of the rental.
- Fees are subject to change at any time.

**How did you hear about us?** \_\_\_\_\_

Applicant: \_\_\_\_\_  
(Print Name of Renter)

Signature: \_\_\_\_\_  
(Signee must be at least 21 years old)

Date: \_\_\_\_\_

**Rental Application/Contract Approved by:**

Leslie Cassidy / Park District Manager

\_\_\_\_\_  
(Signature of Park District Representative)

\_\_\_\_\_  
Date

Renter Name \_\_\_\_\_ Date of Rental \_\_\_\_\_

QB Invoice # \_\_\_\_\_

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

Rental Fee \$ \_\_\_\_\_

Liability Insurance \$ \_\_\_\_\_

TOTAL RENTAL FEES: \_\_\_\_\_

MUST BE PAID IN FULL BY: \_\_\_\_\_

**DEPOSIT:**

Cash \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Check \$ \_\_\_\_\_ Check # \_\_\_\_\_

Credit Card \$ \_\_\_\_\_ TID# \_\_\_\_\_

Date Paid \_\_\_\_\_

Balance Due \_\_\_\_\_

QB's \_\_\_\_\_

**PAYMENT #1:**

Cash \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Check \$ \_\_\_\_\_ Check # \_\_\_\_\_

Credit Card \$ \_\_\_\_\_ TID# \_\_\_\_\_

Date Paid \_\_\_\_\_

Balance Due \_\_\_\_\_

QB's \_\_\_\_\_

**PLEASE NOTE \*\***

A fee of \$20 will be assessed if your payment is returned to us from the bank due to insufficient funds in the issuing account. If that occurs, we will not redeposit the NSF check. You will be required to make that payment, and any future payments, in cash or money order.

- Website calendar
- Pymt reminder
- Treasurer (QB's)
- Liquor Liability requested
- Permit Issued

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**A Violation to any Item in this Contract Will Affect the Amount of your Security Deposit Refund**

**HUTCHINS ATHLETIC FIELD - RENTAL RULES & REGULATIONS**

**RENTER:** *Renter must be 21 years of age or older and in attendance during the entire event.* The renter must state on the application all activities which will take place on Park District property. The renter will assume full responsibility for the rental and liability; including all alcohol distribution and is solely responsible for the actions of any member of the group.

**PERMIT:** You must have your permit with you at the event.

**MUSIC:** No amplified sound is permitted. No live bands or DJ's.

**ALCOHOL:** If alcohol will be served at your event, renter agrees not to allow anyone under the age of 21 to consume beverages containing alcohol. To serve alcohol at an event, renter must purchase General Liquor Liability Insurance from the Grandwood Park Park District. If rental is cancelled after this has been purchased (typically 1-2 weeks before event), no refund will be issued for this insurance.

**FIRES / GRILLS:** **No open fires permitted, including self-contained fire tables.** Grills are permitted on grassy areas only – NOT in the shelter.

**NO SMOKING:** Grandwood Park Park District prohibits use of any tobacco products in a facility or on any outdoor Park District property, including parking areas, parks, fields, and playgrounds. ***If cigarette butts found on the premises, you will lose your entire security deposit.***

**PARKING:** No vehicles are allowed on the grass of any park district property.

**PETS:** Pets are allowed in our parks, must they must be leashed at all times, and owners must pick up after them.

**DECORATIONS:** Renters are welcome to bring linens, flowers, balloons, and other decorations, which they are responsible for removing at the end of their event. Nothing may be stored overnight at the shelter.

**RENTAL COMPANIES:** Any entertainment, supplies, or equipment brought in from a rental company, or personally owned must be pre-approved by the Park District, and may require a Certificate of Insurance with a one million dollar General Liability Coverage having Grandwood Park Park District listed as an additionally insured by the insurance company. A copy must be provided to the Park District a minimum of 2 weeks prior to the event. **NO BOUNCE HOUSES ALLOWED.**

**CLEAN UP:** Area must be restored to its original condition, all tables must be clean and all decorations must be removed by the renter following the event. ***ALL*** garbage must be placed in trash containers provided or removed from the site. ***Insufficient clean-up will affect the refund of your security deposit.***

**SECURITY:** Grandwood Park Park District does not provide security or police patrol for your event.

**TICKETS/FEES:** The renter may not charge an admission, sell tickets, or solicit donations on park district property without the written consent of the Park District Manager. This includes selling any articles or accepting orders for articles. Gambling in any form is prohibited.

**BEHAVIOR:** All activities must be conducted in an orderly manner. The renter is responsible for the conduct of all people attending event. Children are to be supervised at all times. Any and all damages will be the responsibility of the renter.

**CANCELLATIONS:** If the General Liquor Liability Policy has already been purchased when rental is cancelled, this amount will *not* be refunded.

**SECURITY DEPOSIT REFUNDS:** The Security Deposit is due at the time of application and is *not included* in the rental fees. After the event, an inspection of the premises will be completed. The security deposit will be refunded in full if the renter has complied with all the rules and regulations on the rental application, and no damage to the property has occurred. It is further agreed that the renter will reimburse the Park District in full for any costs for repair, replacement, or additional cleaning of the premises which exceeds the amount of the deposit. All refunds are processed in the form of a check, or credit to a credit card. Upon approval, refunds will be issued within 14 days following the rental.

**I have read, fully understand, and agree to comply with all facility and equipment rules in the above Rules & Regulations, and understand if any of the items listed are violated, it could adversely affect the return of my security deposit.**

Applicant: \_\_\_\_\_  
(Print Name of Renter)

Signature: \_\_\_\_\_  
(Signee must be at least 21 years old)

Date: \_\_\_\_\_



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**GRANDWOOD PARK PARK DISTRICT – FACILITY RENTALS  
WAIVER, RELEASE, INDEMNITY AND HOLD HARMLESS**

**PLEASE READ THIS FORM CAREFULLY**

As used in this agreement, the terms “I”, “me”, and “my” refer to the undersigned and all of my participants, guests and spectators, and each and all of their successors, heirs, executors, trustees and assigns.

The term “facility” or “premises” means any and all real property, machinery, equipment, and apparatus, and any other fixtures and appurtenances contained thereon.

The term “equipment” means any and all personal property rented to me in relation to the use of the Park District premises.

In consideration for the Park District permitting me to rent, lease, and/or reserve all or any portion of the premises and equipment described herein, and as a condition of such rental, lease, or reservation, I agree that I:

- **Have read, fully understand and will comply with all facility and equipment rules;**
- **Knowingly and voluntarily assume the risk of participating in any and all activities on the premises;**
- **Recognize that my use of the premises or certain equipment may require strenuous exertion, carry the potential for bodily contact or may be characterized as “hazardous recreational activity”, and carries with it certain inherent risks of injury, death and damage to real or personal property;**
- **Have inspected the premises and equipment and have found it to be in a safe condition for the activities in which I intend to conduct thereon;**
- **Knowingly and voluntarily waive, release and discharge the Park District and its officers, agents, employees, volunteers and independent contractors (collectively, the “Released Parties”) from any and all claims for injuries, damages, or loss, of any kind or severity whatsoever, which I might sustain as a result of participating in any and all activities on the premises by reason of the nature of such activities or the physical condition of the premises; and**
- **Shall indemnify, defend and hold harmless the Released Parties from any and all claims for injuries, damages, or loss, of any kind or severity whatsoever, which might be sustained as a result of my participation in any and all activities on the premises by reason of the nature of such activities, the physical condition of the premises or nature or lack of supervision.**

In the event of accident, injury, or sudden illness, I authorize needed medical treatment by a physician and/or hospital selected by the Park District.

I understand that digital images/video may be taken during Park District activities or on Park District property and I give my permission to you to use such images or digital media, including the internet, to promote the Park District.

I have read and fully understand the above important information, assumption of risk, waiver, facility rule and regulations, and release of all claims and indemnification. I further understand that any advisements or warnings of the particular risks of the subject premises or the facilities thereon are incorporated by reference into and become a part of this agreement.

**Grandwood Park Park District is not responsible for lost, stolen or damaged personal items or personally rented equipment.**

Applicant \_\_\_\_\_  
(Print Name of Renter)

Signature \_\_\_\_\_  
(Signee must be at least 21 years of age)

Date \_\_\_\_\_