



Grandwood Park District  
**Conference Room Rental Application/Contract**  
 36630 N. Hutchins Rd., Gurnee IL 60031

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

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

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

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

**Rental Date Requested:** \_\_\_\_\_ **Day of Week:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_

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

**Number of Guests Expected:** \_\_\_\_\_ **Maximum Capacity: 30 people**

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

Will you be serving alcohol? (Purchase of liability policy required)

**Availability:**

Check with the Park District office

<b><u>Regular Rate:</u></b>	<b>Resident</b>	<b>Non Resident</b>
Hourly Fee	\$25	\$50
<b>Host Liquor Liability Policy</b>	<b>\$220</b>	<b>\$220</b>

**Included with the Venue:**

- Conference Table
- Padded Conference Room Chairs
- White Board
- Wi-Fi Access – network name is Grandwood Guest. Password \_\_\_\_\_

**Applications/Reservations:**

- Payment is due at the time of application to guarantee the date. Cash, checks, and credit cards accepted.
- Residents must provide Proof of Residency
- Reservations must be made in person. To reserve a date, after talking to the office to confirm availability, you may pay the deposit online to hold your date. You must come into the office to complete the paperwork within 5 business days, or security deposit will be returned.
- All required paperwork must be signed and dated in order to process your application.
- Reservations are approved on a first-come, first-served basis, as measured by the receipt of security deposit. Applications without required deposit will not be processed until payment is received.
- 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 \_\_\_\_\_

Resident  Nonresident

Proof of residency verified

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

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

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

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

**PAYMENT**

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

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

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

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

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

- Website calendar
- Pymt reminder
- Door code entered
- Treasurer (QB's)
- Liquor Liability requested

**\*\* 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 in cash or money order.

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**Conference Room - 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.

**HOURS:** Hourly fees are based on your presence in the building. No items may be stored at, or delivered to the facility before or after your contracted time on the approved application. All events must start and end per the hours listed on your approved application to avoid any additional charges. Should the renter enter the facility early, or extend beyond the approved times on the application, the renter will be charged for the additional time. Refunds will not be given for any unused time.

**ATTENDANCE:** To ensure the safety of your guests, the total number of your party may not exceed the maximum attendance of 30 people as listed on the approved application.

**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.

**CANCELLATIONS:** Cancellations must be made in writing from the renter listed on the application 30 days prior to the rental date in order to receive a refund of all rental fees paid, less a \$10 service charge. If notification is made less than 30 days prior to the rental date, a refund of rental fees paid, less a \$25 processing fee will be issued. If the General Liquor Liability Policy has already been purchased when rental is cancelled, this amount will ***not*** be refunded.

**CLEAN UP:** Facility must be restored to its original condition by the renter following the event. Garbage must be emptied and all trash must be removed from facility and placed in trash containers provided outside.

**KITCHEN:** **If available for your rental**, our kitchen is equipped with a gas stove/oven, microwave, refrigerator/freezer, and (2) 42-cup coffee pots. All kitchen appliances must be turned off when the building is unoccupied. The renter agrees to leave the kitchen in the same condition as received, removing all food, containers, spills, etc., cleaning sinks and drains, cleaning coffee pots, wipe down counter tops, and appliances used during the event and to remove all personal property prior to the end of the rental time. Cleaning supplies are located under the double sink. ***Renter must provide all kitchen utensils, oven mitts, pots, pans, etc.***

**DECORATIONS:** Renters are welcome to bring linens, flowers, and other decorations, which they are responsible for removing at the end of their event. Nails, tacks, hooks, or tape cannot be used on the walls. Only electric candles are permitted. ***For safety and building preservation, confetti and glitter is not allowed.***

**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.

**FIRST AID:** A First Aid kit is available on the shelf behind the kitchen door. An AED (Automated External Defibrillator) is located on the wall in the main room to the left of the kitchen.

**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.

**PARKING:** No vehicle is allowed to park in the handicap spaces unless vehicle has a handicap license plate, or a placard hanging from the rear view mirror. **DO NOT block the handicap spaces at any time. DO NOT BLOCK the sidewalk on either side of driveway.** No vehicles are allowed on the grass of any park district property.

**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 inside and outside the facility, and kept away from the sign and lights in front of the facility. Any and all damages will be the responsibility of the renter.

**THERMOSTATS:** Renter is responsible for returning the thermostats to proper setting after the event:

Summer = 78 degrees

Winter = 65 degrees

Renters are NOT to run the air conditioning if outside temperature is under 60 degrees.

**RESIDENT RATE:** The term “resident” refers to Park District residents who live within Grandwood Park Park District boundaries and who contribute financial support to the Park District through taxes. Some residents with a Gurnee mailing address may not be residents of Grandwood Park Park District. Proof of residency is required with the application, including a Driver’s License or State ID.

**I have read, fully understand, and agree to comply with all facility and equipment rules in the above Rules & Regulations**

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 \_\_\_\_\_





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**BUILDING ENTRY - DOOR CODE**

Your door code for access to the building is \_\_\_\_\_.

**Instructions:**

- On the **side door**, enter your 4 digit code, and the door will unlock *and remain unlocked*.
- To lock the door, you must enter your 4 digit code again. Please give the door time to lock – it does not lock immediately. You will see the light flash green and then a few seconds later it will flash red, indicating the door is locked. After the light flashes red, please check the door to ensure it is locked.
- Your code will not work on the front doors.