



Grandwood Park Park District
36630 N. Hutchins Rd., Gurnee IL 60031

www.grandwoodpark.net

Phone (847) 356-0008

Email rentals@grandwoodpark.net

Fax (847) 356-9917

COMMUNITY CENTER

HOURS: Hourly fees are based on your presence in the building. Rental hours must include decoration, event, and clean-up time. No items may be stored at, or delivered to the facility before or after your contracted time on the approved application. ***The renter on the application must be in attendance during the rental.*** 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, plus a \$25 processing fee which will be deducted from the security deposit. Refunds will not be given for any unused time.

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.

ALCOHOL: If alcohol will be served at your event, individuals (over the age of 21) or groups 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.

The Renter assumes the responsibility of containing alcohol consumption inside the Community Center only. ***Evidence of any alcohol consumption outside of the Community Center will result in the immediate termination of the rental and loss of the Renter's entire security deposit.***

ATTENDANCE: To ensure the safety of your guests, the total number of your party may not exceed the maximum attendance of 161 people as listed on the approved application. ***If the actual attendance is larger than the number stated on this application, the security deposit may be forfeited.***

RENTAL RULES & REGULATIONS

CANCELLATIONS: Cancellations must be made in writing from the renter listed on the application 60 days prior to the rental date in order to receive a refund of all rental fees paid, less a \$50 service charge. If notification is made less than 60 days prior to the rental date, a refund of rental fees paid, less a \$75 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.

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. 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.

CLEAN UP: Facility must be restored to its original condition and all decorations must be removed by the renter following the event. ***ALL*** garbage containers (including bathrooms) must be emptied and all trash must be removed from facility and placed in trash containers provided outside. Regular trash and recycling must be separated and put into proper trash containers outside. Cleaning supplies are provided and are located under the double-sink in the kitchen and behind the kitchen door. Garbage bag liners are provided. All floors (including bathrooms) must be swept and spot cleaned to remove any spills, food, and/or sticky spots. Tables and chairs must be cleaned, and left set up in the main room. They are not to be put away. ***Insufficient clean-up will affect the refund of your security deposit.***

KITCHEN: 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. **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. **For safety and building preservation, confetti, glitter, fog or smoke emitting devices, pyrotechnics or "stage prop" used for special effects are not allowed.** Nails, tacks, hooks, or tape cannot be used on the walls or floor. Only electric candles are permitted.

MUSIC: Lake County has a Nuisance Ordinance that contains rules regarding "noise", which has been supplied to you well. Grandwood Park Park District adheres to the policies set forth in this Ordinance, and the renter is responsible for following the regulations set forth in this document.

Renter may have live music or a DJ, however, renter is responsible to keep the volume at a level that will not disturb any neighbors. **Doors may NOT be open while music is playing, and music must stop at 11:00pm. Fog or smoke emitting devices, pyrotechnics or "stage prop" used for special effects are not allowed. Not following the rules concerning music will result in the immediate termination of the rental and loss of the Renter's entire security deposit.**

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.

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 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. **Cigarette butts found in or outside the facility will result in an automatic deduction of \$100 from your security deposit.**

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. No car should block the handicap spaces at any time. No parking is 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 = 63 degrees

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

CHRISTMAS DECORATIONS: Thanksgiving through the first of week of January, the community center will be decorated for Christmas. We will be unable to remove or take down these decorations for your rental.

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.

Renter Initials _____

Date _____