



Grandwood Park Park District
Community Center Rental Application
36630 N. Hutchins Rd., Gurnee IL 60031

www.grandwoodpark.net

Phone (847) 356-0008

Email rentals@grandwoodpark.net

Fax (847) 356-9917

Renter / Organization Name _____

Address _____ City/Zip _____

Phone _____ Email _____

Rental Date Requested _____ Event Type _____

[] Friday [] Saturday [] Sunday [] Other _____

Rental Hours: Start time _____ am/pm End time _____ am/pm Total Hours _____

(Set-up and clean-up time is included)

Approximate Attendance _____ **Maximum Capacity: 161 people**

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? (smoke machines are prohibited)
- Will you be using any rental equipment?
(Certificate of Insurance from rental company may be required)
- Will you be charging an admittance fee? (permit from Lake County may be required)
- Will you be selling anything? (permit from Lake County may be required)

Applications/Reservations:

- Residents must provide Proof of Residency, application 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, 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.
- Waiver 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.

How did you hear about us? _____

Signature of Renter

Date

Signature of Park District Representative

Date

Regular Rate – Friday/Saturday (maximum capacity: 161 people)	Resident	Non-Resident
Security Deposit	\$300	\$450
Hourly Rental Fee – 3 hour minimum	\$50	\$100
General Liquor Liability (required if alcohol is served)	\$220	\$220

All Day Rates – Friday 4pm-12:30am (during school year)	\$300	\$450
Friday 9am-12:30am (when school is not in session)	\$450	\$800
Saturday 9am-12:30am	\$450	\$800

Regular Rate – Sundays (maximum capacity: 161 people)	Resident	Non-Resident
Security Deposit	\$300	\$450
Hourly Rental Fee – 3 hour minimum	\$40	\$80
General Liquor Liability (required if alcohol is served)	\$220	\$220

Reduced Security Deposit Rate – Sunday (50 or less in attendance/Under 5 hours)	Resident	Non-Resident
Security Deposit	\$150	\$250

Extras	Resident	Non-Resident
Outside sign personalized (both sides)	\$25	\$25
4' x 6' Lattice Panels (2 panels available)	\$15 each	\$15 each
Conference Room (in addition to main room)	\$50	\$75

For more information, visit our website at xxx.grandwoodpark.net, or contact Park District office
(847) 356-0008 rentals@grandwoodpark.net Fax (847) 356-9917

For Office Use Only	<input type="checkbox"/> Resident <input type="checkbox"/> Nonresident	QB Invoice # _____	<u>QB's</u> ✓
Security Deposit _____			
Rental Fee _____			
Liability Insurance _____			
Conference Rm _____			
Lattice Panels _____			
<input type="checkbox"/> One <input type="checkbox"/> Two			
Personalize Sign _____			
TOTAL RENTAL FEES _____			
MUST BE PAID IN FULL BY:			

QB's _____			
Website Calendar _____			
Pynt Reminder _____			

DEPOSIT:		
<input type="checkbox"/> Cash _____ R# _____		_____
<input type="checkbox"/> Check _____		_____
<input type="checkbox"/> Credit Card _____ TID# _____		_____
Balance Due _____		
PAYMENT:		
<input type="checkbox"/> Cash _____ R# _____		_____
<input type="checkbox"/> Check _____		_____
<input type="checkbox"/> Credit Card _____ TID# _____		_____
Balance Due _____		
PAYMENT:		
<input type="checkbox"/> Cash _____ R# _____		_____
<input type="checkbox"/> Check _____		_____
<input type="checkbox"/> Credit Card _____ TID# _____		_____
Balance Due _____		
		PAID IN FULL _____



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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)

SIGNATURE _____
(Signee must be at least 21 years of age)

DATE _____