



**Grandwood Park Park District  
Community Center Rental Application**  
36630 N. Hutchins Rd., Gurnee IL 60031  
[www.grandwoodpark.net](http://www.grandwoodpark.net)

Phone (847) 356-0008    Email [rentals@grandwoodpark.net](mailto: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

For pricing information, visit our website at [www.grandwoodpark.net](http://www.grandwoodpark.net), or contact Park District office  
 (847) 356-0008 [rentals@grandwoodpark.net](mailto:rentals@grandwoodpark.net) Fax (847) 356-9917

Renter Name \_\_\_\_\_

Date of Rental \_\_\_\_\_

**For Office Use Only**

Resident  Nonresident

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

QB's

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

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

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

Conference Rm \_\_\_\_\_

Lattice Panels \_\_\_\_\_

One  Two

Personalize Sign \_\_\_\_\_

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

**MUST BE PAID IN FULL BY:**

\_\_\_\_\_

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

Website Calendar \_\_\_\_\_

Pymt Reminder \_\_\_\_\_

**DEPOSIT:**

Cash \_\_\_\_\_ R# \_\_\_\_\_

Check \_\_\_\_\_

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

Authorize.net  Jet-Pay

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

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

**PAYMENT:**

Cash \_\_\_\_\_ R# \_\_\_\_\_

Check \_\_\_\_\_

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

Authorize.net  Jet-Pay

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

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

**PAYMENT:**

Cash \_\_\_\_\_ R# \_\_\_\_\_

Check \_\_\_\_\_

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

Authorize.net  Jet-Pay

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

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

DATE PAID IN FULL \_\_\_\_\_

**\*\* 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.

If a 2<sup>nd</sup> payment is returned from the bank, you will be required to make the remainder of your payments in cash or money order.



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

[www.grandwoodpark.net](http://www.grandwoodpark.net)

Phone (847) 356-0008

Email [rentals@grandwoodpark.net](mailto:rentals@grandwoodpark.net)

Fax (847) 356-9917

**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 \_\_\_\_\_