



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

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

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

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

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

**Rental Date Requested:** \_\_\_\_\_ **[ ] Friday [ ] Saturday [ ] Sunday**

**Event Type:** \_\_\_\_\_ **[ ] Other** \_\_\_\_\_

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

**Approximate Number of Guests Expected:** \_\_\_\_\_ **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 Prohibited)
- 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 required)

**Availability:**

Friday: 9am - 12:30am (minimum rental: 3 hours)  
 Saturday: 9am – 12:30am (minimum rental: 6 hours)  
 Sunday: 9am - 10pm (minimum rental: 3 hours)

**Set-up, decorating, and clean up time for your rental must be included within the hours listed**

<b><u>Regular Rate:</u></b>	<b>Resident</b>	<b>Non Resident</b>
Security Deposit	\$300	\$450
Hourly Fee – Fridays/Saturdays	\$100	\$200
Hourly Fee – Sundays	\$80	\$160
 <b><u>Discounted All-Day Rate:</u></b>		
Fridays	\$1100	\$2200
Saturdays	\$1100	\$2200
Sundays	\$730	\$1460
 <b>Host Liquor Liability Policy</b>	 \$220	 \$220
 <b><u>Extras:</u></b>		
Lattice Panels	\$15 each	\$15 each

**Prices are subject to change at any time**

**Included with the Venue:**

- Tables (20 - 60" round / 30 - 6' rectangular / 3 - 8' rectangular)
- Padded Banquet Chairs
- Use of Kitchen (stove, microwave, refrigerator/freezer, 2 42-cup coffee pots)
- Cleaning Supplies
- Trash Cans & bags
- Bathrooms Fully Stocked
- Wi-Fi Access – network name is Grandwood Guest. Password will be posted in the kitchen

**Applications/Reservations:**

- Security Deposit payment is due at the time of application to guarantee the date. Balance due is payable 3 weeks before the rental.
- Residents must provide Proof of Residency to receive resident rates.
- 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



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

**COMMUNITY CENTER - 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. 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. 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 \$50 processing fee which will be deducted from the security deposit. Refunds will not be given for any unused time.

**MUSIC:** Lake County has a Nuisance Ordinance that contains rules regarding “noise”, which may be found on the Lake County Illinois website at <https://www.lakecountyil.gov/>. 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 that 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 at all times
- **Front and/or side doors must NOT be open while music is playing**
- **MUSIC MUST STOP AT 11:00pm .... No exceptions**

**If complaints are received from neighbors at any time that music is too loud, or playing AFTER the 11:00pm end time, you will forfeit your entire security deposit.**

**Fog or smoke emitting devices, pyrotechnics or “stage prop” used for special effects are not allowed.**

**If the use of a fog or smoke emitting device, or pyrotechnics sets off the fire alarm you will forfeit your 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 found to be larger than the number stated on this application, alarm you will forfeit your entire security deposit.**

**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.

The Renter assumes the responsibility of containing alcohol consumption inside the Community Center only.

**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, 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.

**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. 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. **ONLY PAINTERS TAPE may be used on the walls.** Nails, tacks, hooks, 3M command hooks, or any other type of tape cannot be used on the walls or floor. Only electric candles are permitted. **For safety and building preservation, confetti and glitter is not allowed. If evidence of confetti or glitter is found, a minimum deduction of \$50 will be made from the return of your security deposit. If evidence of nails, tacks, or any tape other than painters tape is found, a minimum deduction of \$75 will be made from the return of your 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. **NO BOUNCE HOUSES 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 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. **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.

**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.

**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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**Rules regarding music at my event have been explained to me, and I UNDERSTAND that if those rules are violated, I WILL LOSE MY ENTIRE SECURITY DEPOSIT.**

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(Print Name of Renter)

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

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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 old)

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



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**This does not have to be completed and turned in.** It is provided to you as a courtesy to help you remember what needs to be done at the end of your rental, so we can refund your security deposit in full.

**ALL items must be taken care of in order to receive a full refund of your security deposit.**

**MAIN ROOM:**

- All decorations removed
- All tables cleared and washed - **please leave tables/chairs set up (don't stack them)**
- Floor swept and spot cleaned
- No food, spills, marks, tape, nail/thumbtack holes, etc. on walls or floors
- Trash bags removed and put in outside trash containers
- Return thermostats to appropriate setting:** Winter 65°  
Summer 78°

**KITCHEN:**

- Floor swept and spot cleaned
- Counters washed
- Cabinet fronts cleaned of any spills
- Sinks free of food, dishes, etc.
- Stove/Oven clean
- Microwave clean
- Coffee pots emptied and clean
- Refrigerator/freezer empty and clean
- Trash bags removed and put in outside trash containers

**BATHROOMS**

- Floor swept and spot cleaned
- Changing tables left clean
- Trash cans in stalls emptied**
- Trash bags removed and put in outside trash containers**

**OUTSIDE (front, side, back of building / all parking areas)**

- All trash picked up
- No cigarette butts on property
- All decorations removed
- Letters on sign left untouched
- Lights for sign not damaged
- No cars parked on grass



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**BUILDING ENTRY - DOOR CODE**

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

**Instructions:**

- On the **front 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.**

- The code will not work on the side, rear door. This door is an Exit only.