



Grandwood Park Park District

Hutchins Athletic Field Rental Application/Contract – Private Party

36630 N. Hutchins Rd., Gurnee IL 60031

(847) 356-0008

Email: parkdistrict@grandwoodpark.net

Website: www.grandwoodpark.net

Renter Name: _____

Address: _____

City/Zip: _____

Phone: _____

Email: _____

Contact Name: _____

Phone: _____

Rental Date Requested: _____

Event Type: _____

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Start Time of Rental: _____ End Time of Rental: _____ Total Rental Hours: _____

Set-up is to be included in your rental times

Do you require use of field lights? ☐ Yes ☐ No

Number of Guests Expected: _____

About Your Event – Check all that apply:

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

No _____ **Signature** _____

☐ 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 may be required)

Regular Rate:

Security Deposit \$75

Hourly Fee – without access to field lights \$30

Hourly Fee – with access to field lights \$35

Host Liquor Liability Policy \$220

Applications/Reservations:

- 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, you may pay the deposit online before bringing in the paperwork. You must come into the office to complete the paperwork within 5 business days, or the security deposit will be returned. Your date is NOT guaranteed until the deposit has been paid, and paperwork is received..
- Security Deposit payment is due at the time of application to guarantee the date. Balance is due 3 weeks before the rental.
- Residents must provide Proof of Residency to receive resident rates. 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. Residents reside in the sub-divisions of Grandwood Park in Gurnee, The Shires in Lake Villa, and the Grand Oaks Apartment Complex.
- Reservations are approved on a first-come, first-served basis, as measured by the receipt of security deposit.
- Submitting an application without a security deposit is not confirmation of the rental.
- Rates 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

HUTCHINS ATHLETIC FIELD - RENTAL RULES & REGULATIONS

PLEASE READ CAREFULLY

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

RENTER: Renter must be 21 years of age or older and in attendance during the entire event. The renter must state in 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. Renter must be available during entire rental by telephone in case Park District Manager or Park District representative needs to contact you.

CONTACT INFORMATION: If you have any questions or issues during your rental, you may contact the Park District Manager, Leslie Cassidy, by telephone/text at 224-501-2006. Please leave a message if no one answers. This number should be used ONLY when you are in the Community Center for your rental.

If the Park District Manager does not get back to you within a reasonable amount of time, or it is an urgent matter and the Manager did not answer, please contact Michelle Rieber by telephone at 708-650-1554.

VIDEO SURVEILLANCE CAMERAS: The Grandwood Park Park District utilizes a video surveillance system to provide a safe and secure environment for its patrons and staff, and to assist with the investigation of incidents, including theft, vandalism, personal injury, or property damage. To view the entire policy regarding video surveillance, please visit the website at www.grandwoodpark.net.

PERMIT: You must have your permit with you at the event.

MUSIC: No amplified sound is permitted. No live bands or DJ's.

PETS: Pets are allowed in our parks. They must be always leashed, and owners must pick up after them.

BEHAVIOR: The Park District is in a residential area. Please be respectful of our neighbors while you are renting our facility. All activities must be conducted in an orderly manner. **The renter is responsible for the conduct of all people attending the 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. All damages will be the responsibility of the renter.

ALCOHOL: If alcohol is 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. If General Liquor Liability insurance is not purchased, and it is found that alcohol was at your event, you will lose your ENTIRE security deposit.

DECORATIONS: Renters are welcome to bring linens, flowers, and other decorations, which they are responsible for removing at the end of their event.

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. Grills may be used outside, as long as they are not placed too close to building, trash cans, etc. **NO BOUNCE HOUSES ALLOWED.**

CLEAN UP: Area must be restored to its original condition, all tables must be clean and all decorations must be removed by the renter following the event. **ALL** garbage must be placed in trash containers provided or removed from the site. ***Insufficient clean-up will affect the refund of your security deposit.***

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 on the property will result in an automatic deduction of \$100 from your security deposit.***

PARKING: You may park in designated Community Center parking lots. **DO NOT PARK** in any spot identified as a handicap space 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 PARK OR DRIVE** on the grass.
- **DO NOT PARK** on Hutchins Road.

SECURITY: Grandwood Park Park District does not provide security or police patrol for your event.

TICKETS/FEES: The renter may not charge 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.

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.

SECURITY DEPOSIT REFUNDS: The Security Deposit is due at the time of application and is ***in addition*** to the rental fees. After the event, an inspection of the property 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 exceed 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.

If you forfeit your entire security deposit due to violations of this contract, renter will NOT be allowed to rent any park district facilities in the future.

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

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. If my entire security deposit is withheld due to violations, I understand that I will not be allowed to rent any park district facility at any time in the future.

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 _____