



Grandwood Park Park District
Conference Room Rental Application/Contract

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: _____

Day of Week: _____

Event Type: _____

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

Number of Guests Expected: _____

Maximum Capacity: 30 people

About Your Event – Check all that apply:

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

No _____ **Signature** _____

Availability:

The conference room is available from 9:00 a.m. – 10:00 p.m. 7 days a week. Call the Park District office to see if your date/time is available (conference room is not available if there is an event in the main room).

Regular Rate:

Resident

Non Resident

Security Deposit:

No food/drinks served

\$50

\$50

Food/drinks served

\$100

\$100

Hourly Fee

\$25

\$50

Children's Playroom

\$100/day

\$100/day

Host Liquor Liability Policy

\$220

\$220

Included with the Venue:

Conference Table

Padded Conference Room Chairs

White Board

Wi-Fi Access – network name is **Grandwood Guest**. Password is **grandwood21**.

Rates effective January 1, 2024 – Subject to change at any time

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.

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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PLEASE READ CAREFULLY

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

CONFERENCE ROOM - RENTAL RULES & REGULATIONS

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.

HOURS: The Community Center is available from 9am-10pm Friday, Saturday, and Sunday, and during the week if available. Hourly fees are based on your presence in the building and are to include set-up/decoration. Renter will be allowed 1 hour at end of rental for clean-up at no charge. 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 within 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.

PETS/ANIMALS: Pets/animals of any kind are not allowed in the building during your rental, except for registered service animals. Renter is responsible for monitoring the animal at all times and to ensure the animal's owner picks up after the animal.

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.

The Renter assumes the responsibility of containing alcohol consumption inside the Community Center only -- Alcohol is not allowed outside the facility or in any parking lot.

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, wiping 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. GRILLS ARE NOT ALLOWED INSIDE THE BUILDING.***

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 any surface in the building - NO duct tape, masking tape, scotch tape, nails, tacks, hooks, 3M command hooks, or any other type of tape can 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 any form of tape, etc., other than painters' tape is found, a minimum deduction of \$100 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. **GRILLS ARE NOT ALLOWED INSIDE THE BUILDING.** 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: 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 amount of your security deposit.***

CHILDREN'S PLAYROOM: All toys must be picked up and put where they belong, garbage must be taken out, and tables/chairs washed.

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.*** Effective January 1, 2024, electronic smoking devices (e-cigarettes) will be prohibited inside our facility under the Smoke Free Illinois Act.

PARKING: You may park in designated Community Center parking lots. The parking lot at Hutchins Athletic Field may be used for overflow parking, however, renter is required to provide shuttles to take people back and forth between this parking area and the Community Center.

- **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 BLOCK** the sidewalk on either side of a driveway.
- **DO NOT PARK OR DRIVE** on the grass.
- **DO NOT PARK** on Hutchins Road.

THERMOSTATS: Renter has access to both thermostats and may adjust the temperature, as necessary. Renters are **NOT** to run the air conditioning if outside temperature is under 60 degrees.

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 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.

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

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 _____



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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 are able to refund your security deposit in full.

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

CONFERENCE ROOM:

- ☐ All decorations removed
- ☐ All tables cleared and washed
- ☐ No food, spills, marks, tape (painter's tap is ok),
nail/thumbtack holes, etc. on walls or floors
- ☐ Trash bags removed and put in trash containers outside *(there are 5 trash cans and 1 dumpster. Please distribute trash so no container is overfilled. If a container is overfilled, we are charged an additional fee by the garbage company. That fee will be deducted from your security deposit.)*

CHILDREN'S PLAYROOM:

- ☐ All toys picked up and put away
- ☐ Tables/chairs cleaned
- ☐ All trash removed

KITCHEN:

- ☐ Floor swept and spot cleaned
- ☐ Counters washed
- ☐ Cabinet fronts cleaned of any spills
- ☐ Sinks free of food, dishes, etc.
- ☐ Stove/Oven/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



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BUILDING ENTRY - DOOR CODE

Your door code for access to the building is_____.

Instructions:

- On the **side 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.
- Your code will not work on the front doors.

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