



# Wildwood Park District

## Park Pavilion Application

Submit Application To:

33325 N. Sears Blvd.

Wildwood, IL 60030

847.223.2820 (fax)

info@wildwoodparkdistrict.com

### APPLICANT INFORMATION

Renter's Name		Organization/Group Name (if applicable)	
Street Address			
City	State	Zip	
Daytime Phone	Cell Phone	Email Address	

### LOCATION REQUESTED

- Willow Point Park Pavilion - 75 people maximum
- Sunset Park Pavilion - 35 people maximum

### EVENT INFORMATION

Date of Rental: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Total Attendance Expected: \_\_\_\_\_ Number of Parking Passes: \_\_\_\_\_

Equipment Requested: Recreation Equipment: yes  no  Bag Toss Game: yes  no

(Bag includes wiffle ball & bat, set of bases, (If available)

volleyball, Frisbee, kickball, and scoop & toss)

- Yes No
- Will you be bringing any equipment to the facility for your rental? If so, please explain: \_\_\_\_\_
  - Will participants/guests at your event be charged a fee or be encouraged to make a donation for attending?
  - Will any items be for sale at your event? If so, please explain: \_\_\_\_\_
  - Will any performers or vendors be present at the event? If so, please explain: \_\_\_\_\_

### RENTAL INFORMATION

- Applicant must be a Wildwood Park District resident.
- No alcohol or glass beverage containers are permitted in the parks.
- Rental deposit fee is \$50 for Sunset Park and \$75 for Willow Point Park and is due at time of request and should be a separate payment. The deposit will be refunded in the event that the pavilion area is left clean and undamaged, the park rules were adhered to and all equipment is returned.
- Parking passes: Willow Point Park up to 10 at no charge, Sunset Park up to 5 at no charge. Additional parking passes are available (10 for Willow Point & 3 for Sunset Park) for \$2 per pass. Every non-resident vehicle must have a temporary parking pass displayed in the windshield. Parking is first-come, first-serve. A parking pass issued by the Park District does not guarantee a parking space.
- Parking passes and equipment will be ready for pickup on Thursday or Friday prior to rental. Equipment must be returned on Monday or Tuesday after the rental.
- Please keep music volume to a reasonable level.
- Cancellation Policy: should you cancel your event, you will need to notify the Park District office no later than one week prior to the date to receive a full refund.
- Rain Policy: if it is raining on the day of your rental, please contact the Park District office the following business day to receive a refund.

By signing below, I understand and agree to follow all guidelines set forth in this document. I will be present throughout the duration of the reservation. I recognize that I am responsible for my actions as well as those of anyone else in attendance at my event, invited or uninvited. To the extent permitted by law, my organization, representatives, guests, and I will indemnify, save, defend, and hold harmless Wildwood Park District and its officers, officials, agents, commissioners, volunteers, and employees from and against any and all liabilities, obligations, claims, damages, penalties, cause of actions, costs and expenses from any and all claims resulting in injuries, damages, and losses sustained arising directly or indirectly in connection with, or under, or as a result of this application process and permitted event. Should I or my guests fail to follow Wildwood Park District rules and guidelines, perform adequate clean-up, or if damage occurs to Wildwood Park District property, I understand that I will be billed at full cost plus overhead for clean-up and repair. In addition, such failure may result in the denial of approval for facility rentals or the requirement of a larger deposit for future events. I have read and fully understand this Waiver, Release and Hold Harmless Agreement and release all claims.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**DEPOSIT PAYMENT**

**Refundable Damage Deposit Fee (cash not accepted):** \$50 for Sunset Park and \$75 for Willow Point Park

Payment Method: Credit Card (Visa, MasterCard, Discover, AMX) Check (#: \_\_\_\_\_) Total Payment: \$ \_\_\_\_\_

Account #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ CVC# \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

**PAYMENT INFORMATION**

**Non-Refundable Rental Fees:** Pavilion Rental: \$50/day for Sunset Park and \$75/day for Willow Point Park

Extra Parking Permits: \$2 x \_\_\_\_\_ = \$ \_\_\_\_\_

Payment Method: Credit Card (Visa, MasterCard, Discover, AMX) Check (#: \_\_\_\_\_) Cash Total Payment: \$ \_\_\_\_\_

Account #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ CVC# \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

*For Office Use Only*

Application processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reserved sign given to maintenance staff:

# Parking passes issued: \_\_\_\_\_ Date: \_\_\_\_\_

Recreation equipment bag #: \_\_\_\_\_ Date of pickup: \_\_\_\_\_ Date of return: \_\_\_\_\_

Rental deposit return date: \_\_\_\_\_ Reason if deposit not returned: \_\_\_\_\_