



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

Form with fields: 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 \$100 per day plus refundable deposit - 75 people max
Sunset Park Pavilion - 35 people maximum \$75 per day plus refundable deposit - 35 people max

EVENT INFORMATION

Form with fields: Date of Rental, Start Time, End Time, Type of Event, Total Attendance Expected, Number of Parking Passes

Would you like to rent a Bag Toss Game and Equipment Bag? Fee: \$10 yes no

Equipment bag includes: wiffle ball & bat, set of bases, 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. Proof of residency is required with the application including a valid Driver's License or State ID.
No alcohol or glass beverage containers are permitted in the parks.
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.
Rental deposit fee is \$75 for Sunset Park and \$100 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. Staples,tacks, and pins for decorations and tablecloths are prohibited on tables/benches and the wood framing of the pavilion. Any damage inspected from these items will be charged additional to your Deposit Fee.
Depending upon nature of the activity, groups and organizations may be required to provide a certificate of insurance, detailing the Wildwood Park District as additionally insured for not less than \$1,000,000 per occurrence.
Renter is responsible for own actions and actions of those in attendance at the event as well as ensuring that all activities are properly controlled and supervised. Adequate adult chaperones must be provided for guests under 18 years of age (generally at least 1 adult chaperone should be provided for every 10 youth in attendance).
Smoking and alcohol is not permitted on Park District property. All persons in attendance will comply with the rules and laws of the Park District, State of Illinois, and any other applicable governing bodies. Any behavior deemed by Park District Staff to be destructive or inappropriate in any way shall because for immediate eviction and loss of rental fees & deposit.
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

**DAMAGE DEPOSIT PAYMENT**

**Refundable Damage Deposit Fee (check or cash only):** \$75 for Sunset Park and \$100 for Willow Point Park

Payment Method: Check or Cash

Check # \_\_\_\_\_)

Cash: \_\_\_\_\_

Deposit must accompany the application and payment fee below. If damage occurs, the deposit will be applied toward repairs. Unused deposit checks are shredded. Cash will be returned.

Signature

**PAYMENT FEE INFORMATION**

**Non-Refundable Rental Fees:** Pavilion Rental: \$75/day for Sunset Park and \$100/day for Willow Point

Extra Parking Permits: \$2 x \_\_\_\_\_ Park permits

Equipment Rental: \$10 \_\_\_\_\_ (Includes Bag Toss Set and Equipment Bag)

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

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

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

\* Both payment fee and damage deposit payment must be made at the same time to finalize rental\*

*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: \_\_\_\_\_

## **Rental Information**

Renters are given exclusive use of a pavilion, but should understand that accompanying restrooms, and other amenities (beaches, playgrounds, open green space) will remain open to the public. Because of this, renters are expected to be considerate of others who may be using the park during their rental. Wildwood Park District sponsored activities have priority in all parks. Wildwood Park District reserves the right to move a rental to another location if deemed necessary. Pavilions should not be entered prior to the agreed upon time. All decorations must be removed, picnic tables and benches must be wiped down, all trash is to be picked up, and any other necessary cleaning must be done within the scheduled rental time. Renter (the specific person listed on the Rental Application) is required to be present for the entire length of the event. Depending upon nature of the activity, groups and organizations may be required to provide a certificate of insurance, detailing Wildwood Park District as additionally insured for not less than \$1,000,000 per occurrence.

Renter is responsible for own actions and actions of those in attendance at the event as well as ensuring that all activities are properly controlled and supervised. Adequate adult chaperones must be provided for guests under 18 years of age (generally at least 1 adult chaperone should be provided for every 10 youth in attendance). Smoking and alcohol is not permitted on Park District property. All persons in attendance will comply with the rules and laws of the Park District, State of Illinois, and any other applicable governing bodies. Any behavior deemed by Park District staff to be destructive or inappropriate in any way shall be cause for immediate eviction and loss of rental fees & deposit.

Wildwood Park District Maintenance Staff will ensure prior to and after your rental that garbage cans will be emptied, bags filled, grills cleaned, and the pavilion space is clear of debris. Your party's rental sign, name, and date will be posted at the applicable pavilion display board prior to your arrival to communicate to the public that the pavilion is exclusively rented out for the day.

User shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the District's attention any potential dangers, safety hazards or problems. User is solely responsible for determining whether said facility(s) is safe, appropriate, and/or compatible for User's intended use.

## **Refunds**

Should you decide to cancel your event, you will need to notify the Wildwood 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.

## **Damage Deposit Refund**

A refund for the damage deposit will be issued approximately 1-2 weeks after the conclusion of the rental minus any costs for damages, additional staff time required to clean-up, or miscellaneous charges. Our facilities receive heavy use and arriving before or staying beyond the agreed-upon times listed in the rental agreement places a hardship on both the staff and facility. Because of this, renters should make their best effort to accurately list the full set-up, event, and clean-up times that will be needed for their rental. In the event individuals or groups arrive early or stay beyond the pre-approved time, additional charges may be taken from the damage deposit. Should the cost of repair, clean-up, early arrival or late departure exceed the amount of the security deposit, the renter signing the application shall be responsible for the balance and will be billed accordingly.

## **Rules & Regulations**

Parking at Rule Park is free if renting the Willow Point Pavilion. Vehicles do not need parking permits or stickers to park at Rule Park. However, parking stickers and non-resident day passes paid for by the resident renter must be utilized in the parking spots at Willow Point and Sunset Park when renting the pavilions. Both non-resident day passes and resident vehicle stickers must be prominently displayed on the vehicle dashboard/windshield for Park Safety Staff to inspect.

## **Decorations and Permitted Activities**

All materials, decorations, and equipment brought into the rented facility must be removed upon the completion of the rental. The Park District assumes no responsibility for any accident, theft, or loss of property. Supplies may not be delivered in advance of the date and time noted on the approved rental agreement, or stored after the rental, unless specific permission has been granted in writing. Helium balloons must be weighted. Table covers are encouraged to ensure that tables are not damaged and to create an easy clean-up. No confetti, glitter, flower petals, silly string, or any other items of this nature may be used by the renter or anyone in the renter's party. Open flames including candles and gel can food warmers are prohibited. Use of sound amplification from anything larger than a tabletop radio, iPod dock, or laptop is not allowed. Fundraising (accepting donations, charging admission, sales of any items, or running a fee-based class, etc.) is not allowed. Smoking, gambling, and consumption of alcohol is strictly prohibited.

## **Advertising Information**

Should you or your group wish to advertise for your rental event, the following verbiage must be included on any advertisement,

"This is not a Wildwood Park District sponsored event. We are not affiliated, associated, authorized, endorsed by, or in any way officially connected with the Wildwood Park District." A copy of any advertisement must be submitted to the Wildwood Park District prior to posting.