

Community Park District of La Grange Park Rentals



FACILITY INFORMATION

RECREATION CENTER • 1501 BARNSDALE ROAD • INFO@COMMUNITYPARKDISTRICT.ORG

HOURS FOR RENTAL REGISTRATION:

Monday – Friday 9:00 a.m. - 4:30 p.m.

Rental space available depending on season

Summer – Friday, Saturday, Sunday

Fall, Winter, Spring – Saturday, Sunday

HOLIDAY CLOSURES: The following holidays (including weekends surrounding the holiday:) New Year's Day, Good Friday/Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and following Friday, Christmas Eve and Christmas Day, New Year's Eve

Additional spaces to rent: Outdoor Pavilions, Parks, Memorial Park Amphitheater and Conference Room. For rental information on these spaces, please visit www.communityparkdistrict.org

RENTAL SPACE DETAILS

- Room capacity is dependent upon room set up, **not to exceed 150**.
- Proof of residency may be required.
- Each rental must be 2 hours minimum.
- There is a kitchen attached to the multi-purpose room, to be used for staging. Use of the appliances can be rented for an additional fee. There will be a deep-cleaning fee accrued if left in unsuitable condition.
- The Recreation Center closes at 10:00 p.m.. All clean up must be completed before 10:00 p.m.

RECREATION CENTER EQUIPMENT AVAILABLE FOR EXTRA FEE:

Coffee Maker/ \$25 • Kitchen appliances/\$50

Community Park District of La Grange Park Rentals

RENTAL INFORMATION PG. 2

SECURITY DEPOSIT

A \$100 refundable deposit will be required for the rental, paid at the time of reservation along with any rental fees. The deposit will only be retained to cover any excessive clean-up cost, additional rental time not specified in the agreement, any damage to property or equipment or any missing equipment. Deposit amounts not retained will be refunded within 7 business days of the conclusion of the rental, if the space was paid with a credit card and within 30 days if paid by cash or check. If maintenance or damage exceeds the security deposit amount, the renter remains responsible for those costs and must submit payment within two weeks of the rental date.

OVERTIME CHARGE

A fee of \$50 per 15 minutes will be applied for any additional rental time not specified in the agreement.

WHAT'S INCLUDED

Our staff will set up and break-down tables and chairs in rental space. All staff set up will be completed before your start time. **Please include any other set up and take down time needed (for decorations, food, etc.) in your rental's start and end time.** (TABLES AVAILABLE 6-foot rectangular table for food set up, 8-foot round table, seats 6-8.)

REFUNDS AND CANCELLATIONS

A refund request must be submitted to the Park District no later than 14 calendar days prior to the reservation to receive a refund of deposit fees and rental fees minus a 10% administrative fee. Refund requests received in less than 14 calendar days will result in a forfeiture of deposit fees and receive a refund of rental fees minus a 10% administrative fee.

RESERVE THE DATE

Park District programs have priority of room usage. Reservations are accepted starting 6 months in advance. **Reservations are not accepted within 2 weeks of the rental date.**

FOOD AND DRINK

Catering your event is permissible. Food is allowed only in the area designated on the rental application. If food is to be prepared on site, kitchen appliance fees will be due. Rental is subject to deep cleaning fees if all surfaces are not in satisfactory condition. Outdoor food preparation is to be done on the lawn behind the Recreation Center, 10 feet from the entrance. **Alcoholic beverages may be consumed if renter has paid for the Liquor Liability Insurance of \$210. This includes beer and wine. No hard liquor.**

HOW TO RESERVE SPACE

Application can be completed online or in person. Online applications can be emailed to info@communityparkdistrict.org. An employee will contact you within 1-2 business days to discuss/confirm rental. Security deposit, half of the total rental cost and optional service fees will be due at the time of booking. This can be done in person or over the phone.



Community Park District of La Grange Park Rentals

RENTAL FAQ

What is the room capacity for the multipurpose room?

Room capacity is dependent upon room set up, not to exceed 150

What hours is the room available to rent?

The Community Park District has priority of room usage. Reservations can begin an hour after our programming ends. **Setting up and cleaning of your personal party supplies MUST be included in your time.** Rental times are strictly enforced. **The Recreation Center closes at 10:00 p.m. and the premises must be vacated at that time.** We do not accept extensions on the rentals past 10:00 p.m. Any overtime charges will be assessed at \$50 for every 15 minutes.

Can we decorate?

You can decorate the room, but NO decorations may be taped to the wall or other surfaces with duct tape. No confetti or confetti balloons allowed.

Can I have alcohol at my party?

Alcoholic beverages may be consumed if renter has paid for the Liquor Liability Insurance of \$210. This includes beer and wine. No hard liquor. This must be paid at the time of the rental.

If I cancel, can I get my money back?

A refund request must be submitted to the Park District no later than 14 calendar days prior to the reservation to receive a refund of deposit fees and rental fees minus a 10% administrative fee. Refund requests received in less than 14 calendar days will result in a forfeiture of deposit fees and receive a refund of rental fees minus a 10% administrative fee.

Are tables and chairs included?

Tables and chairs are included. Our staff will set up and break-down tables and chairs in rental space. All staff set up will be completed before your start time. **TABLES AVAILABLE-** 6-foot rectangular table for food set up, 8-foot round table, seats 6-8 people. Renters may bring in table coverings. ***The Park District requires all tables to have table coverings.***

Is there a kitchen?

Yes, there is a kitchen and your rental fee includes the use of the kitchen for staging. Use of appliances is an additional \$50 fee. ALL kitchen surfaces and appliances, including countertops and sinks **MUST** be cleaned. Failure to do so will result in a \$100 deep cleaning fee.

Can I have a bouncy house?

Bouncy houses are not allowed inside or outside. Ball pits and helium balloons are allowed.

Can I bring a DJ?

Yes. We ask that you bring a contract from any outside contractors.

Community Park District of La Grange Park Rentals

Community Park District of La Grange Park
1501 Barnsdale Road, La Grange Park, IL 60526
Phone: 708-354-4580

RECREATION CENTER -Multi-Purpose Room Reservation Form

Rental date: _____ Number in group: (150 max) _____

Intended use of facility: _____

Renter's name: _____

Address: _____

City: _____ Zip Code: _____

Renter's contact phone number: _____

Renter's email address: _____

Hours requested (this is the TOTAL AMOUNT OF TIME renter will be using the room):

from _____ to _____

All rentals must be applied for by the renter. Rental dates cannot be held over the phone or via email without payment. Rental applications will not be accepted without a full \$100 security deposit and half of the total rental cost.

RENTAL TIMES ARE STRICTLY ENFORCED. You may enter the building when rental time begins and must exit when rental time ends. No rental will go past 10:00 p.m. Rental fee includes use of kitchen for holding food and supplies, tables and chairs, custodian on duty for set-up and take-down of tables and chairs. Additional fees include use of appliances, podium, coffee maker and heavy-duty cleaning as needed. The \$100 damage/security deposit will be refundable if facility is returned in the same condition as found. A refund will be issued within one week of the rental date. If applicable, liquor liability insurance must be paid in full at the time of the reservation.

ROOM RENTAL FEE – \$100/Hour Resident, \$150/Hour Non-Resident

Total Rental Hours _____ x \$ per hour _____ = Total rental hour fee \$ _____

½ of rental hour fees are due at the time of reservation \$ _____

Damage/Security deposit due today (\$100) \$ _____

Liquor Liability Insurance due today (\$210) \$ _____

Appliance Fee (\$50) \$ _____

Total due today \$ _____

Balance due 2 weeks prior (date) _____ in the amount of \$ _____

Paid in full on (date) _____ Refund given on: _____



Community Park District of La Grange Park Rentals

READ & SIGN

RENTAL REGULATIONS:

Renter must sign the bottom of the sheet after reading. Any variations must be approved by the Park District and renter. **RENTER IS THE RESPONSIBLE PARTY. ALL CORRESPONDENCES AND RECEIPTS WILL BE IN RENTERS NAME.**

- Setting up and cleaning of your personal party supplies **MUST** be included in your time. Rental times are strictly enforced. **Any overtime charges will be assessed at \$50 for every 15 minutes.**
- Your rental fee includes the use of the kitchen. **Use of appliances is an additional \$50 flat fee.** ALL kitchen surfaces and appliances, including countertops and sinks **MUST** be cleaned. **Failure to do so will result in a \$100 deep cleaning fee.**
- The Park District reserves the right to enforce its policies concerning dress and decorum at the function. Noise restrictions will be enforced.
- You are responsible for the conduct of your party guests.
- The selling of alcohol is prohibited. The consumption of alcohol by anyone under the age of 21 years old is prohibited. The Park District reserves the right to request any person under the influence of alcohol or any other controlled substance to leave the premises. Beer and wine only may be served with purchase of Liquor Liability Insurance. Kegs and hard liquor are prohibited.
- The Park District and its facilities and grounds are smoke free. **This includes vaping and fog machines.**
- The Park District requires all tables to have table coverings.
- NO decorations may be taped to the wall or other surfaces with duct tape. No confetti or confetti balloons allowed.
- NO outside or inside inflatables are allowed. Ball pits and helium balloons are allowed.
- If you are having any outside vendor in the building, including but not limited to caterers, DJs or food trucks, a Certificate of Insurance **MUST** be provided 14 days prior to your individual rental. Outside vendors will not be allowed if all proper forms have not been received by such time.
- Outdoor food preparation is to be done on the lawn behind the Recreation Center. If propane tanks are being used, they must be situated 10 feet from the entrance.
- **RESERVATION FORM DISCLAIMER:** The Park District will not be held liable for any claims made by organizations or individuals using the facility, nor will it be held liable for any personal injuries that may occur to individuals on the premises. As part of its risk management policy, the Community Park District of La Grange Park will require the renting Party to sign **RESERVATION FORM** and **HOLD HARMLESS FORM**

X

Signature of Renter

Date

Rental Date



708.354.4580 • www.communityparkdistrict.org

Community Park District of La Grange Park Rentals

READ & SIGN

HOLD HARMLESS FORM:

Waiver and Release of all Claims:

Please read this carefully and be aware that by renting the facility and/or park or by inviting guests you will be waiving your rights and the rights of your guests to all claims for injuries you or your guest might sustain arising and you will be required to indemnify, hold harmless and defend the Community Park District for any claims arising out of the use of the facility and/or park on the date(s) listed.

Risk of Injury:

As a renter of the facility and/or park, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of injuries, including death, damages, or loss which I or my guests may sustain as a result of participating in any and all activities associated with the rental of the facility and/or park.

Waiver of Injury Claims:

I agree to waive and relinquish any and all claims I or my guests may have arising out of or connected with, or in any way associated with the rental of the facility and/or park.

Release from Liability:

I do hereby fully release and discharge the Community Park District and its employees from any and all claims from injuries, including death, damage, or loss which I or my guests may have, or which may occur on account of rental of the facility and/or park.

Indemnify and Defense:

I further agree to indemnify, hold harmless and defend the Community Park District and its employees from any and all claims from injuries, including death, damages and losses sustained by me, or my guests in the event of any emergency. I authorize the public entity to secure from any licensed hospital, physician and/or medical personnel any treatment reasonable and necessary from me or my guests and assume liability for immediate care and agree that I will be responsible for payment and any and all medial services rendered.

I have read and fully understand, comprehend, and agree to the above-stated conditions of participation.

X

Signature of Renter

Date

Rental Date