



RENTAL AGREEMENT

____ / ____ / ____ EVENT DATE

CONTACT INFORMATION

NAME OF INDIVIDUAL/GROUP _____

PHONE _____

ADDRESS _____

EMAIL ADDRESS _____

EVENT INFORMATION

DATE OF EVENT _____

RENTAL START TIME _____ RENTAL END TIME _____

TYPE OF EVENT _____

ESTIMATED ATTENDANCE: ADULTS _____ YOUTH (0-17) _____

FACILITY

SHELTERS

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> HOPKINS | <input type="checkbox"/> KATZ |
| <input type="checkbox"/> HOPKINS BANDSHELL | <input type="checkbox"/> MCCORMICK |
| <input type="checkbox"/> LIONS | <input type="checkbox"/> ROTARY |
| <input type="checkbox"/> WELSH | <input type="checkbox"/> ANNIES WOODS |

RIVER HEIGHTS

- BANQUET ROOM

HOPKINS COMMUNITY CENTER

- TERRACE ROOM
 LOWER LEVEL

HAISH

THEMED BIRTHDAY PARTIES

- KARATE
 PRINCESS
 SPORTS
 DANCE PARTY

PARTY LOCATION

- HAISH BIG GYM
 HAISH SMALL GYM

SHELTER INFORMATION

Will you be setting up any temporary structures (e.g., inflatables, bounce houses, tents, etc.?) yes no

Will you be hiring live entertainment/vendors? (e.g., food trucks, band?) If yes, provide more information below: yes no

ALCOHOL & TOBACCO

Smoking is prohibited inside any shelter facility and also prohibited within 50 feet of all Park District buildings, athletic fields, hard court playing surfaces, bleachers, swimming pools, playgrounds, and dog parks. No beer, alcohol, or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the individual(s) associated with the rental.* It is agreed that violation of this provision shall result in the termination of the rental and forfeiture of all fees and deposits.

*See additional policies for select facilities

FOOD & BEVERAGES

Food and beverages are allowed within the facility.* It is the responsibility of the renter to remove all food after the rental and dispose of any food items in proper trash receptacles. Any spills or food mess is the responsibility of the renter. Cleaning supplies may be available upon request from staff. External catering services are prohibited within the facility without a two-week advance notice and approval from Park District staff. External catering services are subject to providing a Certificate of Insurance. Individuals or groups hosting public events providing food services must comply with DeKalb County Department of Health regulations and permitting.

*See additional policies for select facilities

ADMISSION FEES & PROHIBITED USE

Individuals and groups are prohibited from using Park District facilities and property for the purpose of solicitation, profit-making or monetary gain. Admission fees are not allowed to be charged. Rental activities or events involving admission fees or for-profit ventures require Board approval.

SECURITY DEPOSIT

A security deposit is required for all rentals.* The deposit is refundable when the facility is returned in equal or better condition than it was found. The Park District reserves the right to retain all or part of the security deposit. Damages in excess of the facility deposit will be billed to the renter.

*See additional policies for select facilities

FEES & PAYMENTS

All event fees and payments are due prior to the event or reservation.* The Park District reserves the right to modify the deposit and/or rental fees.

*See additional policies for select facilities

SET UP AND CLEAN UP

The renter shall not occupy the facility until the time(s) and date(s) specified in the rental agreement. Additional time for set-up and clean-up may require an additional fee. The renter shall vacate the facility at the time(s) and date(s) specified in the rental agreement.*

No district property or equipment shall be removed from the premises without the permission of Park District staff.

*See additional policies for select facilities

CANCELLATION

The Park District reserves the right to cancel an event due to acts of nature or other circumstances beyond its control. Full or partial refunds will be made in the event of such conditions.

Facility cancellation policies are specific to individual facilities and are subject to service fees.

See additional policies for select facilities

STRUCTURES, EQUIPMENT & AMENITIES

Groups wishing to use portable structures, equipment, and amenities such as inflatable playlands, tents, and portable bathrooms must contact the Park District for permission and use at location. Groups will be required to comply with special insurance requirements and additional fees per Park District discretion.

DECORATIONS & SIGNS

No open candle flames are allowed. Glitter, confetti, and duct tape are prohibited.

All signs and sign locations must be approved by Park District staff prior to the rental.

FACILITY INSPECTION

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

RENTAL REQUIREMENTS

Individuals/Group reserving a Park District facility must have an authorized representative, 21 years or older, present at all times during the rental period and possess a copy of the signed rental agreement.

Renters may not assign or sub-lease any portion of the facility to another group or person.

The customer is responsible for disclosing the intended use for the rental. Automatic revocation and forfeiture of all fees will occur in the event that customer has falsified this information.

The Park District reserves the right to reject any rental.

FACILITY SUPERVISION & BEHAVIOR

The renter is solely responsible for providing any and all supervision at all times during the rental. The renter shall be responsible for ensuring that guests and invitees comply with applicable rules and regulations pertaining to the use of Park District facilities.

The renter shall not permit any area to be used for any disorderly or unlawful purposes during the rental.

INSURANCE REQUIREMENTS

The Park District provides no health/accident insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance.

Approved rentals involving fundraising or public events will be required to provide a Certificate of Insurance providing \$1 million* minimum general liability coverage naming the DeKalb Park District as additionally insured. The address for the DeKalb Park District is 1403 Sycamore Rd., DeKalb, IL 60115.

*Large-scale events may have additional COI requirements

LIABILITY & DAMAGES

The renter is responsible for and will pay for any damage to the District property arising out of the use of said facility. The Park District does not assume any liability for property lost or stolen on the District premises, or for personal injuries sustained on the premises. The renter further agrees to waive and release the District from any losses, claims, suits or judgments or damages that the renter may sustain as a result of any and all activities connected with or associated with the rental.

FUNDRAISING & PUBLIC EVENTS

Only non-profit 501c3 organizations are eligible to host fundraising activities. Proof of non-profit status is required. Events open to the public cannot discriminate in and must make reasonable accommodations to comply with the ADA (American's with Disabilities Act). Fundraisers, public events, and private events in excess of 150 people are required to fill out a special application.

Park district approval is required prior to booking the date. Additional information may be requested depending on the scope of the event.

MUSIC & AMPLIFICATION

Music or amplified sound must be kept at a level so as to not interfere with other users of the park or facility. The level shall not exceed 75 decibels when measured within 25 feet from any sound amplification equipment (events at the Hopkins Park Shelter may be asked to further reduce the volume briefly during

a wedding ceremony at the Terrace Room Gazebo).

ORDINANCES & ACTS

Renters must abide by the DeKalb Park District Ordinance NO. 07-10, an ordinance defining the rules and regulations for the use of park facilities, which is available for review at the Administrative Office, 1403 Sycamore Rd. 2nd floor.

In accordance with the American with Disabilities Act (ADA), the individual or organization renting facilities from the District is responsible for obtaining and

paying for modifications, such as sign language interpreters or extra staff necessary to support individuals with disabilities to be able to participate in the event or program being offered by the renter. Failure to do so can result in the District rescinding permission for the use of the facility.

INITIALS: _____

SHELTER & BANDSHELL RENTALS

RENTAL TIME

Shelter rentals are from 8:00am to 10:00pm (includes set-up and clean up)

ALCOHOL & TOBACCO

The possession and consumption of alcohol is only permitted at Hopkins and Lions Shelter with a permit from DeKalb Park District. All rentals with alcohol must be approved by the Park District prior to the event. Permits are only approved if you hire a licensed caterer in the City of DeKalb or have contracted with the District to serve alcohol.

SECURITY DEPOSIT

A CASH security deposit of \$100 is required at the time you pick up the key.

CANCELLATIONS & REFUNDS

Cancellations made more than 21 days prior to the event will receive a full refund, less a \$25 cancellation fee. Refunds will not be issued for cancellations made less than three weeks prior to the scheduled event.

RAIN DATES

The Park District is not responsible for weather conditions. Hopkins Park Bandshell, McCormick, Katz, & Welsh Parks: If a scheduled event is rained out, the renter may call within 72 hours after an event to reschedule (based on availability) and a \$20 rain date fee will be charged. Rain dates are not reservable. Hopkins & Lions Parks: There will be no refunds/rain dates honored as these shelters are indoors.

DESIGNATED AREAS OF USE

Reserving the shelter entitles you to the use of the shelter and the area and tables immediately outside the shelter. Other amenities in the park such as playgrounds, basketball courts and other tables and areas may be used by other groups. Please refer to the rental types and rates page for more information.

ORDINANCES

Shelter rentals must abide by the DeKalb Park District Park Use Ordinance 96-3. A copy of the ordinance can be obtained from the Administrative Offices at Hopkins Park.

HAISH BIRTHDAY PARTIES FOOD & BEVERAGES

Due to the athletic nature of the Haish Gyms, all food and beverage must be approved at least one week in advance. Deviations from approved menu may result in the forfeiture of security deposit.

REQUEST DEADLINE

All party rentals must be requested at least two weeks in advance. Requests are encouraged at least three weeks in advance.

RENTAL TIME

Rental times before and after scheduled party time, including for decorating, cleaning, etc. will be billed for every 15 minutes before and after the facility rental time.

SECURITY DEPOSIT

A \$100 cash or check security deposit is due at the time of contract signing. A contract is not valid until a deposit is given. Retrieval of security deposits should be arranged with Park District staff in advance. Checks may either be picked up or shredded.

FEES & PAYMENTS

All birthday party balances must be paid at least 5 business days prior to party date or party will be cancelled and deposit will be forfeited.

CANCELLATIONS & REFUNDS

Cancellations made more than 14 days prior to the party will receive a full refund, less a \$25 cancellation fee. Cancellations between 5 business days – 14 days prior to the event will forfeit the full \$100 deposit. Refunds will not be issued for the cancellations made less than 5 business days prior to the party.

DECORATIONS & PARTY MATERIALS

The renter is responsible for all party items including decorations, food, goodie bags, etc. All equipment used during parties are the property of the Park District and are not souvenirs for attendees with the exception of the below. Any items taken from the party will result in a forfeiture of all or party of the security deposit:

- Karate: Individual Board
- Princess: Individual Tiara
- Sports: Sports-themed stress ball
- Dance: Glow Bracelet

TERRACE ROOM & BANQUET FACILITIES

ALCOHOL & TOBACCO

Outside alcohol is prohibited. The District maintains a liquor license, appropriate insurance and trained staff to provide bar services. It is agreed that a violation of this rule shall result in automatic revocation of all rights and the forfeiture of all fees. An exemption to this rule is if there is a particular wine that would be brought in and given to the bar staff to serve. Arrangements must be made in advance and a corkage fee applies to bottle opened.

The bar closes 30 minutes prior to the scheduled rental end time.

Bar service has a required sales minimum that is determined by the number of guests expected to attend. If the minimum is not met, the credit card on file will be charged for the remaining balance.

SET UP & TEAR DOWN

At minimum, the District will provide a clean room and table and chair set-up. Equipment brought in by the renter must be approved by the District.

SECURITY DEPOSIT

A \$150 CASH cleaning deposit is required prior to your event.

CANCELLATIONS & REFUNDS

The following schedule will be used for cancellation refunds:

- 12 – 6 months notification: full refund less \$50 cancellation fee
- 6- 4 months notification: full refund minus \$100 cancellation fee
- 4 – 0 months notification: No refund

INITIALS: _____

I have read the above event guidelines on page 2 and agree to its terms and conditions, as well as any other contract addendum which I may sign. I understand that a violation of any rental rules and regulations may result in a denial of future rental opportunities. Renter is 21 years or older.

SIGNATURE OF APPLICANT _____ DATE _____

MANAGER SIGNATURE _____ DATE _____

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

In consideration of the privilege of using DeKalb Park District property; We agree to assume the risk for any injuries, including death, that may be sustained by members of our organization or any person invited as part of our group in connection with the use of said premises. Further, we agree to indemnify, hold harmless, assume liability for and defend The DeKalb Park District, its trustees, officers, members and agents from all costs and expenses including, but not limited to, attorney’s fees, reasonable investigative and discovery costs, court costs and any other sums which The DeKalb Park District, its trustees, officers, members and agents may pay or become obligated to pay for injury, including death, to persons or damage to property resulting from our use of said premises or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by the negligence or willful misconduct of DeKalb Park District or its trustees, officers, members and agents while acting within the scope of duties of such relationship to The DeKalb Park District. I hereby certify that I have the authority to sign this agreement for the organization identified above.

I hereby certify that I have the authority to sign this agreement for the organization identified above.

SIGNATURE OF APPLICANT _____ DATE _____

FOR OFFICE USE ONLY:		
RENTAL FEE \$ _____	STAFF SIGNATURE _____	DATE PAID _____
SECURITY DEPOSIT \$ _____	STAFF SIGNATURE _____	DATE RECEIVED _____
		<input type="checkbox"/> CASH
		<input type="checkbox"/> CHECK
DEPOSIT RETURNED \$ _____	STAFF SIGNATURE _____	DATE RETURNED _____
		<input type="checkbox"/> RETURNED IN-PERSON
		<input type="checkbox"/> CHECK SHREDDED
		<input type="checkbox"/> FORFEITED

CERTIFICATE OF INSURANCE		
<input type="checkbox"/> DATE RECEIVED	NAME ON CERTIFICATE _____	EXPIRATION DATE _____
<input type="checkbox"/> EXEMPT		

ADDITIONAL PRICING TERRACE ROOM & RIVER HEIGHTS BANGUET ROOM:					
FEES BELOW ARE IN ADDITION TO ABOVE PRICING					
		QTY	PRICE	TOTAL	
<input type="checkbox"/> Bar Service	\$ 100 (starting at)	-----	-----	-----	
<input type="checkbox"/> Linen Rentals	\$ Starting at \$5.00	-----	-----	-----	
<input type="checkbox"/> Extra Day for decorating	\$ 150	-----	-----	-----	
<input type="checkbox"/> Uplighting / Lights	\$ 25.00 per	-----	-----	-----	
<input type="checkbox"/> High Top Tables	\$ 5.00	-----	-----	-----	
				TOTAL ADDITIONAL COST	