



LEMONT PARK DISTRICT

PAVILION RENTAL APPLICATION/AGREEMENT

2020



APPLICANT/ORGANIZATION INFORMATION

Applicant Name/Organization _____ Contact Number ____/____ - ____
 Applicant/Organization Address _____
 City _____ Zip _____ E-mail Address _____

EVENT/RENTAL INFORMATION (Resident = \$50 / Non-Resident = \$90)

Date ____/____/____
 Additional Date(s) Requested _____
 Description of Event/Rental _____ # of Guests _____

PAVILION/AREA REQUESTED

Centennial Park: Large Grove **Lions** Small Grove Pavilion Other _____
 *Northview Park Pavilion *Covington North Park Pavilion Other Please Specify: _____

* Indicates the Pavilion has electricity.

SPECIAL ARRANGMENTS

I will have Alcohol (Circle one) YES NO
 (Alcohol permit required .Permit obtained at www.theeventhelper.com)

I will be having the following as part of my event (Check all that apply):

- * Tents (Larger than 12 X 12 pop ups) * Mechanical or Inflatable Equipment
- * **Contract/Hired Entertainment** * **Food Vendor (i.e. a food truck)**
- * Live Music or DJ Registration Fees/Fundraising Events
- Other _____

* (Requires Certificate of Insurance from Vendor naming the District additional insured.)

OFFICE USE ONLY

RESERVATION #	_____	CHECK #	_____	RECEIPT #	_____
REQUEST RECEIVED	____/____/____	ENTERED RECTRAC	____/____/____	BY	_____
RENTAL FEES	\$ _____	ALCOHOL INSURANCE REQUIRED?	YES	NO	
ADDITIONAL FEES	\$ _____	APPROVED BY	_____		
TOTAL DUE	\$ _____	DEPOSIT PD. \$	_____	AMOUNT DUE \$	_____



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SHELTER

LOCATION	AREA	CAPACITY	RES. FEE	N.R. FEE
Centennial	Large Grove	175 max	\$50.00	\$90.00
Centennial	Small Grove	50 max	\$50.00	\$90.00
Centennial	Pavilion	75 max	\$50.00	\$90.00
*Covington North	Pavilion	25 max	\$50.00	\$90.00
*Northview Park	Pavilion	32 max	\$50.00	\$90.00

* Indicates the Pavilion has electricity.

- No request for additional Picnic Tables will be permitted.
- This rental is for the Pavilion ONLY. This doesn't include exclusivity of playground equipment, baseball fields, basketball courts, splash pads etc. All other park amenities are to remaining open to the public.
- Alcohol Permits REQUIRE an additional fee for insurance requirements and coverage through the Lemont Park District Risk Management Agency. Alcohol is prohibited from being SOLD without prior approval from the Board of Commissioners. You must purchase your own Liquor Liability Insurance through www.theeventhelper.com. Once you are sent confirmation from The Event Helper Website, please email [Liz Pacyga at lpacyga@lemontparks.org](mailto:lpacyga@lemontparks.org).
- Damage deposit of \$100.00 applies to all park rentals. You may not have any glass containers, including beer bottles, present in the pavilions/parks at all times. If glass is found during/after your rental your damage deposit may not be refunded. For more information on the damage deposit, please see Park/Shelter Rental Regulations.

CALCULATING RENTAL FEES

Damage Deposit (This includes if glass is found on-site)	\$ 100.00
Park Fee	\$
Total Fees Due at Time of Registration	\$



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ALL ITEMS BELOW MUST BE CHECK OFF PRIOR TO THE COMPLETION OF THIS CONTRACT

- I have received and read the Lemont Park District Park Rental application/agreement, and agree to and will abide to any and all rental regulations before, during and after the event.
- I understand that I must be 21 or over to be the responsible party for this rental and that I must be present for the duration of the event.
- I understand that the Lemont Park District reserves the right to approve or deny any rental request and to cancel or move any scheduled event without liability as detailed in the rental regulations.
- I understand that a \$100.00 rental deposit is required at the time of rental confirmation. I understand I shall forfeit this deposit if I fail to meet the conditions of the rental regulations.
- I understand that I must pay my rental balance at the time of reservation(s) or my rental/reservation(s) will not be approved.
- I understand that cancellations must be submitted in writing to the Facility Manager, by the person who signed the contract, at least 10 business days prior to the event in order to receive a deposit refund and that refund will not be granted to cancellations made less than 10 business days before the event. Once liquor Liability insurance is purchased it is non-refundable.
- I understand that I am responsible to see that all activities are properly controlled and supervised and for the conduct of all guests attending the event as outlined in the rental regulations, and that conduct breaches may result in financial penalties.
- I understand that I may be asked to reduce noise levels. If compliance is not met, renter violates agreement of contract and may be asked to leave and may lose future rental privileges and deposit.
- I understand that I must have approval from the Facility Manager for the use of live music or a DJ.**
- I understand that a tent larger than the 12X12 pop ups and inflatable rides such as Moon Walks can only be used with Facility Manager Approval. Vendor must supply the Park District with a certificate of insurance listing the Park District as additionally insured for the minimum amount of \$1,000,000.00 as outlined in the Facility Rental Regulations.
- I agree to leave and make sure all guests have departed by the designated end of the event and that failure to comply in a timely manner will result in forfeit of your deposit.
- I agree to make sure all vendors have departed by the designated end of the event and that failure to comply with timely departure will incur forfeit of deposit. This includes vendors.
- I understand the cleanup duties that are required of me including returning the pavilion to the same condition in which it was found at the beginning of the event and that failure to meet these duties may forfeit deposit.
- I understand that consumption of alcohol is prohibited on all Lemont Park District property without permitted approval and that smoking is prohibited as well. The Lemont Park District supports a "smoke free" environment. This means that there is no smoking allowed on District property
- I agree to abide by all terms and conditions set forth in the rental regulations and that failure to adhere to these regulations will incur financial penalties and possible legal action.
- All organizations in association with the Lemont Park District through rentals, field use or tournaments must follow all Lemont Park District Rules and Guidelines including but not limited to: ADA Policy, Behavior Management Policy, Non-Discrimination and Harassment Policy, Smoking Policy, as well as the Lemont Park District general use ordinances.

I certify that all the information as listed above is accurate and correct. I have read the rental regulations pertaining to the use of Lemont Park District facilities and will 1). Be responsible for all injuries caused by such use, 2). Adhere to the rental hours agreed to through the signed contact and 3). Reimburse the Lemont Park District for all loss or damage to Park District equipment/property caused by such use. In consideration of participation as specified at the location requested, for the date(s) and time(s) requested, I do hereby release and hold harmless for Lemont Park District from any and all liability or claims for damage or injury to person or property of the undersigned due to perimitee's use of said facility (ies), by reason of any act or omission by the Lemont Park District or any of it officers, agents or employees or the condition of its property.

Print Name: _____ Signature: _____ Date: ___/___/_____



LEMONT PARK DISTRICT
PAVILION RENTAL APPLICATION/AGREEMENT
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TO BE COMPLETED IF ALCOHOL IS PART OF THE EVENT

ALCOHOL USE PERMIT APPLICATION

Applicant Name/Organization _____ Contact Number ____/____ - ____
Applicant/Organization Address _____
City _____ Zip _____ E-mail Address _____

EVENT/RENTAL INFORMATION

Will Liquor be served (Circle One) YES NO
If Yes, Will liquor be sold or included in the price of admission? YES NO

Date of Event ____/____/____ Location _____

Description of Event: _____

Total Number of Guests _____ Number of Guests Over 21 _____ Number of Guests Under 21 _____

ADDITIONAL INFORMATION

All applications and functions held on District property is subject to all local, county and state laws & ordinances. In addition to these rules and regulations, the following guidelines also are applicable for the consumption of alcohol. The Lemont Park District permits the consumption of alcohol only when following regulations are followed.

- The consumption of alcohol (beer & wine ONLY) is in conjunction with an event under the sponsorship of the District, the sponsorship of a recognized community group, or responsible organization or adult individual.
Alcohol is strictly prohibited in district Aquatic facilities or in conjunction with any District Aquatics rental or reservation. No Exceptions.
Applicant agrees to the Special Events and Liquor Liability Program and agrees to pay the additional fees for coverage to distribute or sell alcohol through www.theeventhelper.com .
Persons consuming or in possession of alcohol on District property at the applied event, must be over 21 and have a valid government or state-issued I.D. card with them at all time.

INDEMNIFICATION

User shall indemnify and hold harmless the District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the use of the premises or of any business or activity thereon, or any work or thing whatsoever done, or condition created in or about the premises during the use; (ii) any act, omission, wrongful act or negligence of User or any of User's contractors or subcontractors, or the partners, directors, officers, agents, employees, invitees User or User's contractors or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or at the premises regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. User shall similarly protect, indemnify and hold and save harmless the District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of User's breach of any of its obligations under, or User's default of, any provision of the Contract.

Name of Applicant _____ Signature of Applicant _____ Date: _____



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Reserving a Park

Reservation of a Lemont Park District park requires a completed, signed rental application. Rental is not confirmed until all fees are received. All payments and rental fees are due at the time of reserving the park.

Park rentals may not be allocated more than 3 months in advance. Exceptions may be made for special circumstances with the approval of the Facility Manager (i.e. annual events or special events), at which time, Applicant/Organization may enter into a long term agreement with the Lemont Park District.

The Lemont Park District Reserves the Right

1. To approve or deny any request submitted for facility usage.
2. To cancel or re-locate any scheduled activity to another location due to scheduled Park District functions/programs.

To Make a Reservation

1. Complete and sign/date the rental application and mail it or return it with all fees to the Facilities Manager.
2. Reservations will be processed starting January 20th, 2020.
3. Requests for facility use will then be reviewed for availability and applicant/organization will be notified by phone and or email within 5 business days of receipt of application.
4. Reservation is on a first come first serve basis and not considered RESERVED until you receive a receipt for facility

Rental Deposit and Payment Information

A \$100.00 rental deposit is required at the time of rental reservation. Deposits will be refunded in full, providing there are no damages, glass (including beer bottles) found onsite, contract breaches, or extra hourly charges and all conditions of the rental are met. Deposits will be forfeited for excess hours or clean-up. All refund checks for deposits must be approved by the Lemont Park District's Board of Commissioners.

1. Conditions which lead to withholding part or all of the deposit include, but are not limited to, the following:
 1. Clean up is not completed as outlined in the rental regulations.
 2. Use of site exceeds scheduled rental time.
 3. The number of persons attending the even exceeds the number of participants listed in the agreement.
 4. Park District equipment is damaged during rental period.
 5. Additional staff time charge required for special services or items not on prepaid facility charges but used by renter during rental period.
 6. Not adhering to rental regulations.

Cancellation/ Refund Policy

Cancellations must be submitted in writing to the Facility Manager, by the person who signed the contract, at least 10 days prior to event in order to receive a deposit refund. No deposit refund will be granted on rescheduled bookings of a cancelled contract.

OTHER CANCELLATIONS

Your rental may be cancelled by District staff to ensure the safety of our guests. Examples may include, but not limited to; inclement weather, maintenance issues or unsafe conditions. In the event we cancel your reservation, you may reserve another date/time, if available, or receive a full refund. Every attempt will be made to reschedule, however due to other scheduling commitments, space may not be available.



LEMONT PARK DISTRICT

PAVILION RENTAL APPLICATION/AGREEMENT

2020



Changes to Agreement

Changes to the application and or agreement must be submitted in writing to the Facility Manager, by the person who signed the contract, at least 5 days prior to event to take effect. Additional fee(s) may apply.

Available Rental Hours

Reservations are on a first-come, first-served basis to District residents starting **January 20th, 2020** for the specific calendar year rental season. Parks are available for reservation from dusk till dawn. All reservations are subject to park availability.

Shelter Rental Guidelines

1. No glass containers permitted.
2. Vehicles are only permitted on designated roads and /or parking lots.
3. When reserving a park or shelter area, you are securing that area only. Our parks are public property, open to others to use and enjoy.
4. Renter is responsible to see that all activities are properly controlled and supervised.
 - A. The renter shall be completely responsible for the behavior of all guests attending the event and for their prompt departure at the end of the stated facility use. Failure to do so will result in the loss of your deposit.
 - B. No person under 21 will be permitted to rent facilities.
 - C. Adequate adult chaperones must be provided for guests less than eighteen years of age: one chaperon per every ten minors.
 - D. Minors will not be permitted in the pavilion until an adult from the group is present.
5. **NO ALCOHOL** is allowed in any park district facility or property unless authorized by permit. For more information, please see below. Alcohol will be strictly prohibited on or in District Aquatic Facilities or in conjunction with district aquatic rentals or reservations.
6. Please keep noise to a minimum. Renter may be asked to reduce noise level at Facility Manager's discretion. If compliance is not met, renter violates agreement of contract and may be asked to leave or lose future rental privileges and deposit. For more information see below.
7. Glass is not allowed in the parks including beer bottles. If glass is found your damage deposit will not be refunded.
8. The Lemont Park District supports a smoke-free environment prohibiting the use of tobacco products, e-cigarettes and **cannabis**.
9. Park/Shelter area must be returned to the same condition in which it was found at the beginning of the event and that failure to meet these duties may forfeit deposit.
10. Lightning Protection :

Lightning's behavior is random and unpredictable. While the risk of lightning strikes and injuries cannot be eliminated, preparedness and quick response are the best defenses towards reducing the lightning hazard. The Lemont Park District has invested in a Lightening Alert System known as WeatherBug at Centennial Campus. All Organizations are encouraged to sign up for lightening alert emails which will notify coaches and managers of lightening within a 10 mile radius and to clear the fields. Centennial Campus is equipped with two lightening alert systems including a strobe and horn.

What does the strobe and horn mean?

One Long 15-Second Horn Blast = Lightening Detected – SEEK SHELTER NOW (Outdoor Activity is immediately suspended.)



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2020



STROBE FLASHING = Lightening in Area- Under Alert – SEEK SHELTER NOW – (Outdoor Activity is immediately, and continues to be, suspended.)

Three Short 5-Second Horn Blasts = All Clear – Safe to resume outdoor activities.

The Lightening Alert System cannot be solely used for detecting lightening. As always, it is the policy of the Lemont Park District that all outdoor activities and contests are immediately suspended when lightning is spotted or thunder is heard. All participants and spectators are to be cleared from the field and find safe shelter. In all cases, the following procedure will be followed:

- At the first signs of lightning or thunder or the activation of the Lightening Alert System, immediately suspend all outdoor activities. "If you can hear it (thunder), Clear It (suspend activities)."
- SEEK Enclosed & Grounded Building, Enclosed Automobile/Truck, Approved Lightening Shelter
- AVOID the outdoors, open areas, water, tall trees, metal fences, overhead wires & power lines, elevated ground, golf carts, mowers, rain shelters.

Outdoor activities may resume once the all clear (3 short 5-Second Horn Blasts or Wait 30 minutes after the last observed lightning or thunder is seen or heard.

Permits/Special Approval is Needed for the Following

1. Alcohol Permits. (Require purchase of Liquor Liability Insurance through www.theeventhelper.com) Alcohol is strictly prohibited on or in District Aquatic Facilities and will be strictly prohibited in conjunction with any aquatic rental or reservation.
2. All live music, DJ or amplified sound.
3. Event that makes use of mechanical or inflatable amusement device.
4. Any activity that a fee is charged for parking or participation.
5. Distribution of food and or beverage for a fee or fundraiser.
6. Contracted/hired entertainment.
7. Outside food vendor (ie a food truck)

Alcohol Permits

If alcohol (beer & wine only) is consumed at any time during your rental, the attached Alcohol Permit must be filled out/completely and Liquor Liability Insurance must be purchased through www.theeventhelper.com . Alcohol is strictly prohibited on or in any District Aquatic Facilities and will be strictly prohibited in conjunction with any Aquatic rental or reservation.

Music and/or Amplified Sound

1. Rentals planning to have live or amplified music must get approval from the Facility Manager.
2. Unless otherwise approved by the Facility Manager, amplified music will be restricted to the interior of the facility with noise exposure outside not to exceed 60db at the facility boundary.
3. DJ's and musicians must bring their own extension cords and other supplies as needed.
4. Renter may be asked to reduce music level at our discretion. If compliance is not met, renter violates agreement of contract and may be asked to leave and lose future rental privileges and deposit.

Tents, Mechanical/Inflatable Equipment

Tents larger than 12 X 12 pop ups and Inflatable rides such as Moon Walks can only be used with Facility Manager approval. Vendor must supply the Park District with a certificate of insurance listing the District as additionally insured for \$1,000,000.00 per occurrence.

Insurance

A Certificate of Insurance with a minimum \$1,000,000 general liability combined single limit is required to reserve Lemont Park District facilities and must accompany the Facility Rental Agreement.



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