



Wildwood Park District

Room Rental Application

Submit Application To:
 33325 N. Sears Blvd.
 Wildwood, IL 60030
 847-223-7275 (phone)
 847-223-2820 (fax)
 Info@wildwoodparkdistrict.com

Instructions: Please complete and submit this form for review at least 2 weeks prior to the date of the event or earlier to ensure date availability. Rooms are rented on a first come, first-serve basis.

APPLICANT INFORMATION

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

LOCATION REQUESTED

- Oak Room
 Maple Room

EVENT INFORMATION

Date of Rental: _____ Start Time: _____ End Time: _____
 Type of Event: _____ Total Attendance Expected: _____

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: _____

ROOM SET-UP

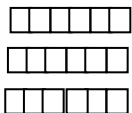
Room Set-Up Capacity				
Facility	Theatre	Banquet	Classroom	Conference
Oak Room	55	42	21	20
Maple Room	25	24	15	15

Room Set-Up Options : Theatre Banquet Classroom Conference No Set-Up Other (please explain)

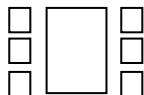
Tables/Chairs Required: 59"x30" Tables (8 available) _____ 72"x18" Tables (10 available) _____ Chairs (55 available) _____

These items must remain indoors as they are not suitable for outdoor use. Building attendants will take care of setting up and taking down the tables and chairs at the start and conclusion of the event.

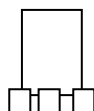
Theatre Style



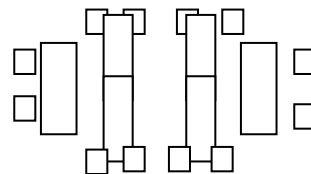
Banquet Style



Classroom Style



Conference Style



Other



Waiver, Release and Hold Harmless Agreement

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: Room Rental: \$50

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

Account #: _____ Expiration date: ____ / ____ / ____ CVC# _____

Card holder name: _____ Card holder signature: _____

PAYMENT INFORMATION

Non-Refundable Rental Fees: Maple Room \$25/hour Oak Room: \$35/hour

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

Account #: _____ Expiration date: ____ / ____ / ____ CVC# _____

Card holder name: _____ Card holder signature: _____

For Office Use Only

Application received by: _____ Date: _____ Work Order Submitted _____

Supervisor Approval: _____ Deposit Refund Date: _____

Building Attendant: _____ Reason Refund Denied: _____

Revised 3/22/18

FACILITY RULES & REGULATIONS

Rental Information

Renters are given exclusive use of a room, but should understand that accompanying restrooms, and other amenities will remain open to the public. Because of this, renters are expected to be considerate of others who may be using the facility during their rental. Wildwood Park District sponsored activities have priority in all facilities. Consequently, availability for rooms is not known and rental requests are not accepted more than 3 months in advance. Wildwood Park District reserves the right to move a rental to another location if deemed necessary.

Rooms should not be entered prior to the agreed upon time. Usage will be confined to the rooms and areas designated on the approved application. Additional rooms or areas may not be used without prior permission or reservation. Individuals and groups are required to vacate at the designated time on the approved application. A building attendant will be available at Rule Park for opening and closing the facility, and will be available for any emergencies or questions that may arise. Renter is responsible for leaving the facility in the same condition it was found. All decorations must be removed, tables and chairs must be wiped down, floor must be swept, 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 additional 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.

Refunds

Should you decide to cancel your event, you will need to notify the Wildwood Park District no later than 5 days prior to the scheduled rental date to receive a refund of the full deposit and rental fee, minus a cancellation fee of \$10. Should you cancel less than 5 days prior to the event, only the full deposit and 50% of the rental fee will be refunded.

Damage Deposit Refund

A refund for the damage deposit will be issued approximately 3 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.

Parking

Parking at Rule Park is free. Vehicles do not need parking permits or stickers to park at Rule Park. However, parking is limited, and we encourage carpooling, walking, or biking to Rule Park for events.

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. Requests for the use of any open flames, including candles, must be noted in the application and approved in writing in advance. 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.