

# Birthday Rental Request



Please allow a minimum of five to seven full working days for processing. Please print or type.

## Contact Information:

Today's Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Birthday Child: \_\_\_\_\_  
(Renter must be at least 21 years of age)

Turning # years old: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

## Event Information (Please provide two options for dates):

### Type of Party:

Turf (Prog #5460): \_\_\_\_\_ Dance (Prog # 5461): \_\_\_\_\_ Sports (Prog # 5462): \_\_\_\_\_ Magic (Prog # 5463): \_\_\_\_\_

Games & More (Prog # 5464): \_\_\_\_\_

### 1<sup>st</sup> Choice:

Date Requested: \_\_\_\_\_ Day of week: \_\_\_\_\_

Hours Requested: FROM \_\_\_\_\_ am pm TO \_\_\_\_\_ am pm

(All Parties are two hours long; first hour is with the instructor, the room is open the hour with the instructor and the hour after)

### 2<sup>nd</sup> Choice:

Date Requested: \_\_\_\_\_ Day of week: \_\_\_\_\_

Hours Requested: FROM \_\_\_\_\_ am pm TO \_\_\_\_\_ am pm

(All Parties are two hours long; first hour is with the instructor, the room is open the hour with the instructor and the hour after)

Estimate Total Number Attending: \_\_\_\_\_

Kitchen (\$30 flat fee) \_\_\_\_\_ AV/Presentation set-up (\$35 flat fee) \_\_\_\_\_

White Plastic Table Covers Requested (Indicate Number):

Round (\$2.50 each) \_\_\_\_\_ Rectangular (\$2.00 each) \_\_\_\_\_

Skirting-Rectangular Tables ONLY (\$5.00 each) \_\_\_\_\_

Palatine Park District,  
2195 N Hicks Rd, Palatine, IL 60074  
Attn: Falcon Park Assistant Facility Manager  
Phone: 847-963-1103, x306  
fax to 847-963-2221 or email [ldavila@palatineparks.org](mailto:ldavila@palatineparks.org)

**Facility Rental Request Stipulations:**

Filing this request form does not automatically constitute approval of the request, facility, nor time requested. All requests will be reviewed and acceptance will be based on Park District policy, facility and staff availability.

Filing this request form does not automatically constitute a rental agreement. Upon approval of this request, a facility rental agreement must be signed and the proper security deposit and rental fees paid.

Renters must be 21 years old or older.

The Palatine Park District reserves the right to reject any rental which it feels is not appropriate.

**Facility Rental Procedures:**

The potential renter must fill out this form completely and return it to the Palatine Park District. When filling out the request form, write the exact time you plan to enter the building and the exact time of departure. **No deposit is due at this time.**

The Falcon Park Assistant Facility Manager will review the request. If it is approved, you will receive a Rental Confirmation and Rental Agreement within 5-7 working days. If it is denied, we will contact you as soon as possible.

**The renter will be required to read and sign the Facility Rental Agreement and return it, along with the proper security deposit within 7 business days of receiving the agreement.**

Rentals will not be reserved without full payment, Security/Damage deposit, and renter's signature on the application.

**Resident:** Individuals residing within the Palatine Park District boundaries.

**Non-Resident:** Individuals not residing within the Palatine Park District boundaries.

**Room Rental Rules and Stipulations:**

**Reservation, Deposit, Cancellation & Payment**

All rentals will be processed on a first-come, first-serve basis. Reservations for Falcon Park rental dates will be taken no sooner than six months in advance of rental date.

Birthday rentals must end no later than 7pm on Fridays and no later than 5pm on Saturdays and 6pm on Sundays. The Palatine Park District reserves the right to make exceptions depending on the type and size of the rental.

The Park District reserves the right to modify the deposit and/or rental fees if deemed necessary based on the size or scope of the rental request.

A Security/Damage deposit of \$100 is due upon receipt of your application.

Abusive language or conduct to other park users or Park District staff will not be tolerated and will result in person or persons involved being asked to leave the Park grounds.

The "rental period" is defined as the amount of the time during which the renter occupies the facility. **This includes time for set-up and take-down. Facility use will be the time designated on the application.** The Park District's clock shall be the official time. If the renter fails to show after one half hour of their rental, they will be judged as a "No Show" and the staff will be sent home.

The Palatine Park District shall not be liable for damages or its failures to perform due to contingencies beyond its reasonable control; including, but not limited to, fire, storm, earthquake, explosions, public disorders, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature. The

Park District will make every attempt to contact you immediately if the facility is unusable due to uncontrollable circumstances.

The security deposit will be returned as long as there is no damage to the rented area, no excessive clean up required, and you used the area rented within your request hours.

**Cancellation and Refund Policy:**

Refunds will be given for cancellations if the following notice is given to the Park District:

45 days or more prior to the rental	Loss of Security Deposit
20 to 44 days prior to the rental	Refund minus 50% of Rental Fee & Loss of Security Deposit
10 to 19 days prior to the rental	Refund minus 75% of Rental Fee & Loss of Security Deposit
0 to 9 days prior to the rental	No Refund

**Note:** A full refund (minus a \$10.00 service fee) will be given if the renter changes his/her mind with in the first four days of signing this agreement.

**Rescheduling Policy:**

Rescheduling an already booked event on an alternate date is permitted based on the following terms:

45 days or more prior to the rental	Event can be booked on an alternative date within one year of the original event date without the loss of any fees paid.
30 to 44 days prior to the rental	Event can be booked on an alternative date within one year of the original event date with a \$50 service fee.
15 to 29 days prior to the rental	Event can be booked on an alternative date within one year of the original event date with a \$75 service fee.
14 or less days prior to the rental	Event can be booked on an alternative date within one year of the original event date with a \$100 service fee.

**Note:** If the Renter does not reschedule the event within one year of the original event date, all fees paid will be no longer be refundable.

**Security Deposit & Payment Terms:**

Security Deposit: Is due at the time of the signing of the rental agreement.  
Rental Fee: Must be paid in full at least 30 days prior to your rental date.

**Any payments made 14 or fewer days prior to the rental date MUST be paid by cash or credit card.**

Security Deposit refund is processed within 10 business days after the rental or cancellation, as long as the policies and procedures were adhered too. There are NO cash refunds. Only check or credit card refunds are issued.

Any custodial service required over and above the group's normal clean-up will be charged at the rate of \$35 per hour and subtracted from the security deposit.

**Room Usage**

**The building, facilities or equipment shall not be used by any person(s) or corporation for private or business profit or gain. No merchandise can be sold, given, or displayed without permission.**

Any materials/decorations brought in must be removed at the end of the rental. **No decoration may be taped or tacked to any wall, door, window, Ceiling, light fixture, drapes or any other surface in the room/facility.**

Only the use of floating, votive, jars and cake candles are allowed. Lighted lanterns, fireworks, or torches, etc. is prohibited. No confetti, bubbles, rice, glitter, silly string, birdseed, etc. No wax or abrasive material may be used on the floors of any indoor rooms.

All special effects equipment, stages, and special entertainment used by the renter must be submitted in writing and be pre-approved before set up or use.

The room/areas rented must be left in the same condition as you found them. The Park District will remove the filled garbage can liners and replace them as well as wipe down tables and chairs.

Falcon Park Recreation Center is a multi-use facility. Please be aware there may be other activities/programs/events taking place in the building during your rental.

**Food and Drink**

Renter may **not** bring alcoholic beverages onto Park District property.

All food and drink must be kept in the room you are renting; participants may not carry food or drink throughout the building or park.

**Conduct and Supervision**

Renter must stay until their entire party has departed. Renter is responsible for the conduct of their invited guests and for any damage and negligent breakage that occurs during the rental to the building, grounds and equipment.

Youth activities require 1 adult chaperone (21 years and older) to every 10 youths (under the age of 18). All children in attendance must remain in the rented rooms. Children are not allowed to remain unsupervised in any area of the building.

It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the Palatine Park District, Village of Palatine and the State of Illinois in use of the facility.

The applicant, his/her organization and members agree to release the Park District from all liability in connection with the use of Park District property and/or facilities.

All rentals will be overseen by a Building/Park District Staff. They are empowered to restrict the group's misuse of the facility and protect the Park District property from the renters and their guests due to conduct before, during, and after the rental time has expired. Renters and their guests should cooperate with all Park District staff. Should guests become unruly, the renter must assist the park staff in performing his/her duties.

The Building/Park District Staff are not on duty to assist with the renter's activities.

**Equipment**

For room rentals, the Park District only provides tables and chairs, which will be set up according to the attached diagram. All other items must be supplied by the renter.

The kitchen is available for an extra charge for warming and serving only. Cooking is not permitted by renters.

The Palatine Park District is not responsible for loss, theft or damage of personal property or equipment.

**AV/Presentation Set-up Amenities available:**

- 1-podium with microphone
- 2-hand held wireless-microphones
- 2-hard wired-microphones
- AV presentation station
- Wireless sound system
- 2-TV/CD/DVD player/projection screens
- Free wireless internet service

**Kitchen (can only be used for serving and warming; no preparation of food is allowed):**

- Ice machine
- Refrigerator
- Freezer
- Microwave

Coffee maker (renters must supply own coffee and supplies)

Warming ovens

**General Policies**

Smoking or any use of a tobacco product is prohibited within 50 feet of all entrances to Park District buildings.

The renter gives the Park District the right to pursue collection methods for bad checks, damages, or additional time used, and agrees to pay for such methods.

The renter and/or organization using this facility agrees to comply with the intent of the Americans with Disabilities Act and will not discriminate in any way.

Not complying with these facility usage stipulations will result in cancellation of the usage, even if the rental time has not expired, and forfeiture of all monies paid.

Rates and policies are subject to change.

The applicant, his/her organization and members are bound by policy of the permit/application, its' terms and conditions, regulations and ordinances pertaining to the use of Park District property.