



Palatine Park District

**Facility Room Rental Request**

Please allow a minimum of three full working days for processing. Please print or type.

**Contact Information:**

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

**Applicant Name:** \_\_\_\_\_

(Renter must be at least 21 years of age; 25 years of age with bar/beverage package and in attendance during the entire rental.)

**Organizations Name:**

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

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

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

**Event Information:**

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

**Purpose of Event:** \_\_\_\_\_

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

(Time includes set-up and clean up time needed)

**Estimate Total Number Attending:** \_\_\_\_\_ (maximum 120-full room; maximum 60-1/2 room)

If yes to any of the following, they must submit a certificate of liability insurance 10 days prior to rental, listing Palatine Park District as additionally insured.

D.J. Yes No Name \_\_\_\_\_

Entertainer Yes No Name \_\_\_\_\_

Caterer Yes No Name \_\_\_\_\_

(\*Caterers must provide a copy of the Village of Palatine Temporary Food Event Permit. You can get the form from [www.palatine.il.us](http://www.palatine.il.us))

**Rooms Requested:**

Golden Eagle \_\_\_\_\_ Prairie Hawk \_\_\_\_\_ The Falcon Room (Full Room) \_\_\_\_\_

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

Coat Room Attendant (\$15 per hour) \_\_\_\_\_ Clean up service (\$200 full room; \$150 1/2 room) \_\_\_\_\_

**Bar/Beverage Service Requested:** \_\_\_\_ Yes \_\_\_\_ No (If yes, a separate bar service agreement will be sent.)

**REQUIRED-**If yes, TYPE of Bar Package Requested: \_\_\_\_\_

**REQUIRED-**Optional Service \_\_\_\_\_ bottles of Red Wine \_\_\_\_\_ bottles of White Wine \_\_\_\_\_ bottles of Champagne

**REQUIRED-**Requested Bar Hours (Bar Packages MUST end 1/2 hour-1 hour before Rental End Time): \_\_\_\_\_

**REQUIRED-**Estimated Bar Guest Count: Adults \_\_\_\_\_ Children (17 yrs & younger) \_\_\_\_\_

White Plastic Table covers Requested (Indicate Number):

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

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

**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. Renters must be 25 years old or older for rentals with a bar package. ID's will be required for proof of age.

The Palatine Park District reserves the right to reject any rental which if 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 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 eighteen (18) months in advance of rental date.

Rentals may only take place during normal operating hours. 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 50% (not less than \$150, not more than \$550) 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, 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 within 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 in 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 group or individual which arrives early or stays beyond their scheduled time will be required to pay for additional time. All renters who exceed their requested time will be charged an additional \$15 for each 15 minute block of time they use. (Example: if a renter goes 16 minutes over, they would be charged \$15.00 for the first minutes, plus \$15.00 for the next 15 minute block. This amount will be deducted from the security deposit.

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.

If the room is not left in satisfactory condition according to a post-rental checklist or staff reports, or you arrive prior to or stay longer than your approved rental time, the Palatine Park District may keep all or part of your deposit and/or charge an additional fee. The organization or renter shall assume liability for any damage done to the building, equipment or park area being used and will be responsible for leaving the facility in satisfactory condition.

The clean up service includes the Park District cleaning off the tables and chairs. All personal items and decorations must be taken when you leave. The kitchen must be left clean by the renter. All large spills must also be cleaned up prior to leaving.

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, 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, rice, birdseed, etc. No wax or abrasive material may be used on the floors of any indoor rooms.

The renter must coordinate the number of tables and chairs needed for the rental and the room set-up design. **Set up changes/revisions must be finalized 7 days prior to the rental date.**

Collecting and/or selling admissions or tickets at the door during event hour's needs approval by the Falcon Park Facility Manager.

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 arrangement of music or entertainment is strictly the responsibility of the rental group. The volume of the DJ's, bands and/or entertainment must be kept at a descent level and the renter may be asked to turn the volume down. DJ's, bands and/or entertainment must stop playing/performing 30 minutes before the event end time.

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.

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.

### **Insurance**

The Park District provides no health/accident insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance, signifying that they have sufficient insurance coverage and naming the Palatine Park District as additionally insured.

### **Food and Drink**

Renter may **not** bring alcoholic beverages onto Park District property. Renters may make arrangements for the Park District to provide bar services at an additional charge. Renters requesting alcohol service must be twenty-five (25) years of age or older. (Proof of age will be required)

Only a certified server provided by the Palatine Park District will be allowed to serve alcohol.

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.

Glass bottles or containers are prohibited.

Deposit will be forfeited if Alcohol is seen outside the facility, i.e. parking lot, sidewalk.

### **Bar/Beverage Packages available:**

**Minimum of 40 guests required for all packages. All packages include a bartender.  
Groups smaller than 40 guests, arrangements can be made.**

### **Beer, Wine and Pop Open Bar Package**

Three (3) Hour Package	\$7.00 per guest
Each Additional Hour	\$1.00 per guest

Package includes: Regular & Light Beer, Chardonnay, White Zinfandel & Merlot Wines, Cola, Diet Cola and Lemon Lime flavor soft drinks, ice, plastic glasses, and supplies.

**Full Service Open Bar Package**

Three (3) Hour Package \$10.00 per guest  
Each Additional Hour \$1.00 per guest

Package includes: Whiskey, Bourbon, Gin, Vodka, Scotch, Rum, Brandy, Sweet & Dry Vermouth, Regular and Light Beer, Chardonnay, White Zinfandel & Merlot Wines, Cola, Diet Cola and Lemon Lime flavor soft drinks, ice, plastic glasses, bar fruit, and supplies. (NO blender drinks)

**Full Service Tab Bar Package**

Tab Bar Package \$100.00 set up fee  
Cost Per Drink: Mixed Drinks \$3.00 each Wine \$3.00 each  
Beer \$2.50 each Pop \$1.00 each

The payment will only be accepted in the form of cash or credit card and will be due at the end of the party.

Package includes: Whiskey, Bourbon, Gin, Vodka, Scotch, Rum, Brandy, Sweet & Dry Vermouth, Regular and Light Beer, Chardonnay, White Zinfandel & Merlot Wines, Cola, Diet Cola and Lemon Lime flavor soft drinks, ice, plastic glasses, bar fruit, and supplies. (NO blender drinks)

**Optional Services Available:** Champagne and bottled wine for the tables.

**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.

All events will be monitored by Park District personnel and, if necessary, the Palatine Police Department. If, in the sole discretion of the Park District Director or agent a determination is made to terminate the event, the renter will abide by the decision and the renter and the renter's guests will leave the Park District premises immediately. Under such circumstances, the renter will be due no refund and the Park District reserves the right to refuse future rentals to the renter.

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. 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.

### **Furniture Available for Rentals:\***

15- 60" round tables (seats 8-10 people)

140-banquet chairs

200-folding chairs

32-tot chairs

1-cake table

8-6 ft adjustable tables

11-6 ft tables

6-8 ft tables

Coat room with coat check attendant-\$15 pr hour

Coat room without coat check attendant-Free

### **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 preparing food is allowed):**

Ice machine

Refrigerator

Freezer

Microwave

Coffee maker (renters must supply own coffee and supplies)

Warming ovens

\*Depending on the number of people attending and desired room set-up, the use of all the above furniture may not be possible.

### **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.

Dependent of the type of function using the facility, Palatine Park District reserves the right to hire security personnel and to add these costs onto the rental fee.

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, it's terms and conditions, regulations and ordinances pertaining to the use of Park District property.