



Community Center / Birchwood Recreation Center Facility Rental & Birthday Party Application

Updated: 9/20/17

Today's Date: _____

Applicant Name: _____ **Date of Birth:** _____
(Applicant must be at least 21 years of age) (Required for household set up)

Organization/Property Management Company (If applicable) _____

Address: _____ **City/State/Zip:** _____

Primary Phone: _____ **Alternate Phone:** _____

Email address: _____

Facility Rental Information:

Facility/Room Requested _____

Dates(s) Requested _____

Start Time _____ **End Time** _____ **Attendance Expected** _____

Activity/Purpose _____

List any equipment that will be brought on Park District property _____

***Will food or beverages be provided by a caterer or vendor?** _____

*A separate Certificate of Liability Insurance will be required for equipment delivered and/or set up by an outside company/vendor.

Chairs Requested (#) _____ **Tables Requested (#)** _____

Birthday Party Information (Please provide two options for dates.)

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

Birthday Child's Name: _____ M F **Child's Age:** _____

Type of Party (✓box next to party choice)

Games & More (15 children max.)
Age 4-5 yrs. - \$135 R/\$169 NR

Bounce House (15 children max.)
Age 2-7 yrs. - \$225 R/\$281 NR

Magic (35 children max.)
Age 4 & up. - \$239 R/\$299 NR

Sports (20 children max.)
Age 6-13 yrs. - \$135 R/\$169 NR

Pee Wee Magic (35 children max.)
Age 1-3 - \$239 R/\$299 NR

Toddler (15 children max.)
Walking to Age 4 - \$135 R/\$169 NR

Estimated total number of Children Attending: _____ Estimated total number of Adults Attending: _____

1st Choice:
Date Requested: _____ Hours Requested: Start _____ AM PM End _____ AM PM

2nd Choice:
Date Requested: _____ Hours Requested: Start _____ AM PM End _____ AM PM

PALATINE PARK DISTRICT STATEMENT OF POLICY USE OF FACILITIES

The Board of Commissioners (of the Palatine Park District) is ever mindful that:

The facilities of the community are held in trust by the Board for the use and enjoyment by the general public; This use and enjoyment is a valuable right; The First and Fourteenth Amendments to the United States Constitution guarantee to individuals and groups of individuals an inalienable right of public assembly and expression; Historically, public facilities have been a forum for such expression; A viable society feeds on discussion rather than repression, and an orderly assembly, properly administered, is in accord with the rights of the general public, nearby park residents, and normal activities of the facility.

For these reasons, the Board intends to make the facilities available for various uses, including public assembly, and expression of opinion. Lest this statement be misconstrued, it must be understood that:

The Board will not delegate to any group its duty of administering the facilities; Permission to use the facilities will be granted only where the function can be reasonably accommodated by the park system and such use will not unduly interfere with the rights of the general public, the prior use by others or park programs, and will not present a clear and present danger to the public health and safety of the community.

Permission to use the facilities by groups for a non-sponsored park function must be upon application and issuance of a permit; Any permit issued may contain conditions that will protect park property and assure orderly and proper use of the facilities.

The granting of a permit is not to be construed as an endorsement by the Board of the subject matters discussed, the opinions expressed, nor the organization sponsoring the function; Any permit granted may be revoked for misrepresentation in the application or violations of the terms and conditions of the permit, the ordinance, rules and regulations of the Park District and the laws of the State of Illinois.

PALATINE PARK DISTRICT RENTAL TERMS AND CONDITIONS

1. 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 the Park District property.
2. Applications must be made at least ten (10) business days in advance, but no more than four (4) months, to be considered. Applications will be reviewed before approval the Park District reserves the right to refuse any application. Applications must be sent to: Palatine Park District, Attn: Facilities Coordinator, 250 E. Wood Street, Palatine, IL, 60067, faxed to 847-991-2127, or emailed to jyork@palatineparks.org.
3. Full payment is due a minimum of ten (10) business days prior to party date. The Park District reserves the right to cancel any rental that is not fully paid.
4. Any cancellations must be received in writing at least ten (10) business days prior to the reserved date and will be provided a refund less a \$10.00 processing fee. Any changes to the rental date or time may incur an additional \$10.00 fee.
5. The applicant submitting a request, listed as the authorized representative, must be a minimum of twenty-one (21) years of age and present during the entire rental.
6. Renter must stay until their entire group has departed. Renter is responsible for the conduct of their invited guests and for any damage and negligent breakage that occurs during the rental.
7. Adequate adult supervision, as determined by the Director of Parks and Recreation, must be provided at all times. Rental groups may be required to employ officers of the Palatine Police Department.
8. 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.
9. Party rentals include tables and chair set up to standard layout and does not include use of additional rooms, park personnel, table linens, or any electronic equipment. Renter is responsible for removing/discarding all decorations, table coverings, and food items. Park District staff will remove trash placed in receptacles as needed.
10. Birthday Party Package Rentals will have access to the assigned room thirty (30) minutes prior to party.
11. Smoking is prohibited within 50 feet of all entrances to Park District buildings.
12. Any permit may be revoked for misrepresentation in the application or violation of terms and conditions of this application concerning policy, ordinances, rules, regulations, and laws of the State of Illinois.
13. Alcoholic beverages are NOT permitted on Park District property.
14. The applicant, his/her organization and members agree to release the Park District from all liability in connection with the use of Palatine Park District property and/or facilities.
15. Organizations and businesses shall provide a certificate of insurance that includes the following: "Elected and appointed officials, employees and agents of the Palatine Park District as additional insured". The amount of general liability coverage must be a minimum of one million dollars (\$1,000,000) per occurrence general liability coverage plus a two million dollar (\$2,000,000) aggregate coverage limit.
16. Third party vendors that provide services or equipment on Park District property shall provide a certificate of insurance that includes the following: "Elected and appointed officials, employees and agents of the Palatine Park District as additional insured". The amount of general liability coverage must be a minimum of one million dollars (\$1,000,000) per occurrence general liability coverage plus a two million dollar (\$2,000,000) aggregate coverage limit.
17. The Park District will not assume responsibility for lost or damaged property.
18. Permits for rental groups that expect more than 100 participants shall be issued only with the specific approval of the Executive Director.
19. Use of sound amplification systems is prohibited, except when specifically authorized on the permit. In addition to Park District approval, applicant must obtain permission from the Village of Palatine for sound amplification.

20. Only Park District sponsored organizations may use a park building as a mailing address.
21. The applicant, his/her organization and members agree that the Palatine Park District does not sponsor their rental and shall not publicize their rental to the contrary.
22. Any electrical, motorized equipment or temporary storage structures brought onto Park District property must be authorized on the permit.
23. All user groups of the Palatine Park District must comply with the intent of the American Disabilities Act, and not discriminate in any way.
24. Rentals are not confirmed until approved by the Palatine Park District's authorized representative.

PALATINE PARK DISTRICT CERTIFICATE OF LIABILITY INSURANCE REQUIRMENTS

1. Coverage Limits – a minimum of one million dollars (\$1,000,000) per occurrence general liability coverage plus a two million dollar (\$2,000,000) aggregate coverage limit.
2. Palatine Park District is listed as the certificate holder.
3. The event, date and location shall be listed under "Description of Operations".
4. The Palatine Park District and its elected and appointed officials, employees, and agents shall be named as additional insureds on a primary and non-contributory basis.
5. Requests for Liquor must include Liquor Liability coverage.
6. If the outside party (vendor, organization, etc.) has any employees we need proof of worker's compensation insurance coverage and must include a waiver of subrogation.
7. If the outside party (vendor, organization, etc.) uses any motor vehicles as part of the activity, they must provide proof of automobile liability insurance coverage and name "the Palatine Park District and its elected and appointed officials, employees, and agents" as additional insureds. Same limits of coverage as above apply.
8. If there are special situations, such as possible environmental pollution, fireworks, etc. that special exposure needs to be specifically listed as a covered exposure and "the Palatine Park District and its elected and appointed officials, employees, and agents" as additional insureds. Coverage limits will vary depending on the project.
9. A certificate of insurance evidencing all of the above, with the additional insured endorsement and waiver of subrogation endorsement must be attached to the rental agreement.

RENTAL AGREEMENT AND WAIVER

We/I _____ (Name or Organization):
 Agree to hold harmless the Palatine Park District, Cook County, Illinois, The Park Board, its' members and employees: and to assume responsibility for, and defend at our/my own expense all claims for damage to property and persons, including medical expense, for injuries incurred and arising incidental to the use of the facility involved. It being further understood and agreed that the Palatine Park District assumes no obligation or responsibility in connection with said use of facility. We/I further agree to assume all cost of damage to the facilities and/or contents. We/I further agree to adhere to the statement of policy and the rental terms and conditions.

CANCELLATION CLAUSE: Applicant cancellations must be received in writing at least ten (10) business days prior to the reserved time. A \$10 processing fee will be charged to all cancellations. Rescheduling a reserved party may incur an additional \$10 fee. The Palatine Park District reserves the right to cancel this permit within 48 hours of rental when deemed necessary.

 APPLICANT SIGNATURE/ DATE APPROVED (Park District) DATE
 AUTHORIZED REPRESENTATIVE

Office Use Only

Invoice _____ Permit _____
 Rental Category (Circle One) Resident Non-Resident Non-Profit Affiliate
 Deposit _____ Rental Fee _____ Final Payment _____ Payment Type _____
 Instructor _____ Confirmed _____ Room(s) _____ Confirmed _____