

Palatine Park District



Rental Application

Contact Information

Applicant Name: _____ Date of Application: _____

Organization Name: _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-Mail Address: _____

Event Information

Date of Event: _____ Attendance Expected: _____

Purpose of Event: _____

Event Start Time: _____ Event End Time: _____

(Time includes any decorating and clean-up time needed for rental)

Location (Circle one):

Turf Field

Gymnasium

Meeting/Banquet Room

90' x 180' field

full gym

full room (seats 120)

90' x 90' field

half gym

half room (seats 60)

volleyball court (3)

Alcohol Permit Requested (Banquet Room): Yes _____ No _____

Other: _____

(concessions, av/presentation set-up, kitchen, alcohol waiver, alcohol server fee)

Payment Fees (Please note our Cancellation Policy under General Rules and Regulations)

Rental Category: Affiliate Resident Non-Resident

Rental Fee: \$ _____ Other Fees: \$ _____ Security/Damage Deposit: \$ _____

I have read the rental rules and regulations. Our organization or party will adhere to all rules as stated.

Renter's Signature: _____ Date: _____

Return completed and signed Rental Application, Rental Agreement, and Alcohol Permit Request to Palatine Park District, 250 E. Wood Street, Palatine, IL 60067 Attn: Falcon Park Facility Manager, fax to 847-991-2127, or email khedding@palatineparks.org.

Palatine Park District



Rental Fee Schedule

(fees valid 1/04/10-12/31/10 - on an hourly basis unless indicated)

	Resident	Non-Resident
Turf Field		
90' X 180' field	\$165	\$210
90' x 90' field	\$85	\$105
<i>Non-Prime Time (Monday-Friday, 7 am-3 pm)</i>		
90' x 180' field	\$85	\$105
90' x 90' field	\$50	\$60
Gymnasium (one 84'x50' basketball court, three USAV 30'x60' volleyball courts, two 74'x50' basketball courts)		
Full gym	\$135	\$165
Half gym	\$85	\$105
Volleyball Court	\$50	\$60
<i>Non-Prime Time (Monday-Friday, 7 am-3 pm)</i>		
Full gym	\$90	\$115
Half gym	\$55	\$70
Volleyball Court	\$30	\$40
Meeting/Banquet Room (Seating for 120)		
Weekday Rate	\$55	\$75
Weekend Rate*	\$75	\$95
<i>Half Room</i> (Seating for 60)		
Weekday Rate	\$30	\$40
Weekend Rate*	\$50	\$60
*Friday after 3 pm, Saturday, Sunday, Holidays		

Alcohol Server Fee	\$35/hr
Flat Fees	
Kitchen	\$30
Beer, Wine, Champagne Waiver	\$20
AV/Presentation set-up	\$35
Concessions (Turf Field, Gymnasium)	\$75

Resident: Individuals residing within the Palatine Park District boundaries.

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

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.

FALCON PARK RECREATION CENTER RENTAL AGREEMENT

We/I _____(Name of 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 parks/buildings, pools and/or contents during the period authorized and all results of such said use of facility and/or contents. We/I further agree to adhere to the statement of policy, rental procedures and the attached permit terms and conditions.

CANCELLATION CLAUSE: A \$10 processing charge will be deducted from all refund requests. Cancellations made at least 60 days prior to rental date will receive a full refund less the processing charge. Cancellations less than 60 days in advance of rental date, security deposit will be refunded in full, and renter will forfeit 50% of total fees. The Palatine Park District reserves the right to cancel this permit within 48 hours when deemed necessary.

Authorized Signature

Date

**PALATINE PARK DISTRICT
REQUEST FOR PERMISSION TO ALLOW ALCOHOLIC BEVERAGES**

(This request must be submitted with the Rental Application to be considered. In addition the applicant must be 25 (twenty-five) years of age and must provide a current photo ID including date of birth i.e.: Illinois Driver's License, State ID Card or Passport)

"Alcoholic beverages are NOT permitted on Park District Property, except when authorized by the Park Board and when specified on the permit" as stated in the Rental Terms and Agreement for facility rentals.

To the Board of Park Commissioners:

I/We would like to request permission for the service of beer, wine or champagne at my/our event at the time and place stated below:

Location: _____

Date: _____

Name/Organization: _____

I/We understand that it is my/our responsibility that possession and consumption of alcoholic beverages are in accordance with all local, state and federal laws and I/We agree to assume all liability in connection therewith.

I/We agree to indemnify, defend and hold the Park District, its board members, officers and employees and each of them forever harmless from and against any and all loss, cost, damage and expense, including without limitation court costs and reasonable attorneys fees which the Park District may suffer, incur, sustain, or for which the Park District may become liable by virtue of the injury to or death of any person(s), or the loss, damage or destruction of property arising out of, related to, or in connection with the possession or consumption of alcoholic beverages by the undersigned or any officer, director, employee, invitee or permittee of the undersigned or other person acting or purporting to act on behalf of or in conjunction with the undersigned.

Applicant Signature

Date

(Type of Print Name)

Address/City/State/Zip

Phone Number

Palatine Park District



GENERAL RENTAL RULES AND REGULATIONS

1. Rentals will not be reserved without full payment, Security/Damage deposit, and renter's signature on the application. Renters must be 21 years or older.
2. Applications must be made ten days in advance, but no more than one year in advance. Full payment must be made ten days prior to rental or rental will be canceled.
3. A Security/Damage deposit of 50% (not less than \$150, not more than \$550) is due upon receipt of your application.
4. Rental times include any decorating and clean-up time needed for your rental. Room rentals include tables, chairs, set-up of desired layout, and when included in the terms of the rental use of kitchen/concessions area. It does not include additional rooms, park personnel, table linens, or any electronic equipment (additional fee applies for electronic equipment). Use of any equipment, other than that furnished with facilities rented above, must have prior approval.
5. 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.
6. If there is damage to the room or Park District property, or the room is not left in the same condition in which it was found, the Security/Damage deposit will be forfeited and additional charges may occur based on degree of damage.
7. Youth activities may require a 1 to 10 adult/youth chaperone ratio.
8. Smoking or any use of a tobacco product is prohibited within 50 feet of all entrances to Park District buildings.
9. The use of candles (floating and jar candles allowed), lighted lanterns, fireworks, or torches, etc. is prohibited. No confetti, rice, glitter, silly string, etc. No wax or abrasive material may be used on the floors of any indoor rooms.
10. Nothing shall be sold, given, exhibited, or displayed without permission.
11. 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.
12. The Palatine Park District is not responsible for damage to or loss of personal property or for any injuries that may occur to renters or their attendees.
13. A \$10 processing charge will be deducted from all refund requests. Cancellations made at least 45 days prior to rental date will receive a full refund less the processing charge. Cancellations less than 45 days in advance of rental date, security deposit will be refunded in full, and renter will forfeit 50% of total fees.

14. All applications will be reviewed by Palatine Park District personnel before approval and the Park District reserves the right to refuse any application.
15. Beer, wine and champagne is only permitted for banquets providing an Alcohol Waiver Request, and requires a certified server provided by the Palatine Park District.
16. 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.
17. 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.

RENTAL RULES AND REGULATIONS WHEN ALCOHOL SERVICE IS REQUESTED

The service of alcohol (beer, wine and champagne) on Palatine Park District property is a privilege only obtained through Park Board approval. The renter and the renter's invitees shall be required to adhere to all rules and regulations imposed by the state of Illinois, the Village of Palatine and the Palatine Park District regarding the service of alcohol. All such rules and regulations will be strictly enforced.

1. Renters for Banquet Room requests when alcohol is requested must be 25 years of age or older.
2. The application and fees must be submitted a minimum of sixty (60) days prior to the event.
3. Only beer, wine and champagne are permitted to be served. Whenever the term "alcoholic beverage" appears herein, it shall refer only to beer, wine and champagne.
4. Service and consumption of alcoholic beverages is allowed only in the Banquet Room and designated Banquet hallway. No alcoholic beverages may be consumed outside of the Banquet Room. No alcoholic beverages may be served or consumed in any parking lot or Park District Park.
5. Renters must complete, and pay associated alcohol service fees. All alcoholic beverages on Park District premises may only be served by the provided Park District server.
6. No alcoholic beverages may be sold to guests or invitees; it may only be served to invited guests, 21 years of age or older. ID's will be checked.
7. The service of beer, wine and champagne will only be allowed on the date for the specific event.
8. All events will be monitored by Park District security and 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 renters' 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.