

Pavilion Reservation Application

Renter's Name:	Home Phone:	Day/Cell Phone:	
Street Address:	City:	State:	Zip:

Date of Event:	Estimated Number of Guests:	Event Time Start:	End:
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FACILITY RESERVED

WEST SIDE PARKS	EAST SIDE PARKS
<input type="checkbox"/> Small Pavilion: _____ <input type="checkbox"/> Fairview #1 <input type="checkbox"/> Full Pavilion <input type="checkbox"/> 10 rows <input type="checkbox"/> 14 rows <input type="checkbox"/> West End of Pavilion: Number of Rows: _____ <input type="checkbox"/> Middle of Pavilion: Number of Rows: _____ <input type="checkbox"/> East End of Pavilion: Number of Rows: _____ <input type="checkbox"/> Fairview #2 <input type="checkbox"/> Fairview #3 <input type="checkbox"/> Fairview Dreamland	<input type="checkbox"/> Small Pavilion: _____ <input type="checkbox"/> Nelson #1 <input type="checkbox"/> Full Pavilion <input type="checkbox"/> West End of Pavilion (5 rows) <input type="checkbox"/> East End of Pavilion (5 rows) <input type="checkbox"/> Nelson #2 <input type="checkbox"/> Nelson #3

Describe type of Function (Family Picnic, Birthday Party, Reunion, Business Event, etc.):

Special Event? (Run, Walk, Fundraiser, etc.) Yes No **If yes: Must complete Special Event Application**

Inflatable Bounce House? Yes No **If Yes, See Approved Vendor List: (No personal/homeowner owned inflatables)**

Music? Yes No (Must Rent Full Pavilion)
 If yes: Home Stereo Only DJ or Band/Live Performance (May require Special Event Application)

Food Provided? Yes No if yes: Cooked On Site/Pot-Luck Catered/Food Vendor (Catering fee required, see on back)

Other Entertainment? Yes No if yes describe:

Sports Fields Needed? Yes No if yes, field permit is required – Renter must call 429-3472 and talk to Baseball Supervisor to reserve field(s).

Need Pavilion Setup Re-arranged? Yes No Tables are not to be moved or rearranged without approval. If yes, see below.

Nelson #1 and Fairview #1 are the only pavilions that can be rearranged for a fee. Half pavilion - \$225 Full Pavilion - \$375

I understand and agree that the group I represent will abide by the policies stated on the back of this application.

Renter's Signature: _____ Date: _____

PARK DISTRICT USE ONLY

Applications Approved: Yes No Music Permit Approved: Yes No

Inflatable Approved: Yes No

Approved By: _____ Date: _____

Approved for: Entire Facility Partial Facility Amount Paid: _____

(PAVILION RENTAL RULES ON BACK)

PAVILION/PARK RENTAL RULES

- The renter of the pavilion must be present during the entire duration of the event and have the Pavilion/Park Reservation Application with them.
- Renters are only entitled to the area that they have rented. Nelson Pavilion #1 and Fairview Pavilion #1 may be rented by multiple groups. The Pavilion Reservation Application will note either the west end, middle, or east end of the pavilion. All other pavilions are only rented to one group. If you experience problems at any time during your reservation, please contact a Park Police at 424-1311.
- Renters are not to re-arrange or move the tables or benches. If a renter requires a special setup, this must be requested on the applications and will require an extra fee. If tables are moved, the renter will be charged a setup fee.
- Renters may not charge for admittance to events.
- Renters may not solicit services or sell food, merchandise, or goods from Park District property without prior written approval from the Park District. Fees may apply.
- Restrooms will be unlocked by Park District Staff for paid reservations only. Park District staff will be in charge of unlocking and locking back up the restroom facilities when a reservation has ended. Restrooms should be opened by 10:30 am unless special arrangements are made. If restrooms are not unlocked by 10:30 am for your paid reservation please contact a Park Police at 424-1311 for assistance.
- Grills and fryers are not to be placed on concrete or under pavilions.
- All decorations must be cleaned up after the rental. No stapling or taping of decorations or table cloths.
- Smoking is prohibited in pavilions and restrooms and within 15 feet of pavilions and restroom entrances.
- Alcoholic beverages are not allowed on Park District property, without prior written Park District approval.
- Live bands and DJ's are not allowed in the parks or pavilions without prior written Park District approval.
- Music must be kept at a level so as not to interfere with other users of the park and no music may be played after 8:00 PM, unless specifically authorized by the Park District. This level shall not exceed 75 decibels, on the A scale, when measured within 25 feet from any sound amplification equipment. Failure to abide by this guideline will result in the termination of the event.
- Motorized vehicles are not allowed on Park District property, other than designated roadways and parking lots. Vehicles are not allowed to be parked on the grass or driven on the grass to unload equipment.
- Vehicles are not to be parked in fire lanes, pavilions or on pavilion aprons.
- Hayrides and wagon/trailer rides are not allowed on Park District property.
- The Park District will make every effort to see that the pavilion is clean but it is an outside facility so there is no guarantee bird nests, spider webs, bees, insects, etc. will be removed at time of rental.
- Tents that required staking are not allowed on Park District property without prior written Park District approval. Popup tents are allowed.
- Inflatable games/toys must be commercial grade from an approved vendor (has insurance provided). Homeowner or individual/personal owned inflatables are not allowed on Park District property. Electrical service is limited in pavilions. The Park District is not responsible for providing power for inflatables or for tripped breakers.
- Portable toilets on Park District property must be approved by the Park District.
- At the discretion of the Park District, insurance may be required for certain events or from certain vendors. If insurance is required, it must meet the Park District's requirements and list the Park District as an additional insured. A certificate of insurance must be provided to the Park District 21 days prior to the event showing proof of coverage and the Park District as an additional insured.
- **A full refund will only be issued if the reservation is cancelled more than 1 month prior to the event. If the reservation is cancelled in less than 1 month but more than two weeks before the event, they will receive a 75% refund. If a reservation is cancelled less than two weeks from the date there will be no refund.** (This includes any reservation cancelled because of inclement weather conditions).

Catering/Food Vending Fee Schedule:
(Fee to be paid by renter)

<u>Attendees</u>	<u>Fee</u>
0-50	\$25
51-100	\$50
101-500	\$100
501+	\$200

Merchandise Vendor Fee = \$25/rental

Additional Electricity Fee = \$50/rental (Nelson #1 and Fairview #1 Only)