

# 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.):

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

Music?    Yes    No  
 If yes:    Home Stereo Only     DJ or Band/Live Performance **(Must Rent Full Pavilion)**

Food Provided?    Yes    No    if yes:    Cooked On Site/Pot-Luck     Catered/Food Vendor **(Must provide Certificate of Insurance and Health Department Certificate.)**

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 adhere to the terms set forth in this Reservation Application and the Pavilion/Park Rental Rules on the reverse side.**

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARK DISTRICT USE ONLY**

Applications 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

**Violation of any of the following will result in subject to loss of deposit:**

- **No alcoholic beverages** X \_\_\_\_\_
- **No parking in grass** X \_\_\_\_\_
- **No grill under pavilion or on concrete** X \_\_\_\_\_
- **No criminal activity as determined by police** X \_\_\_\_\_
- **No moving tables, stapling, nailing, or use of glitter, confetti, push pins, or thumb tacks** X \_\_\_\_\_
- **Music must not be loud or offensive to the public and kept at a level to not interfere with other users of the park. No music after 8:00pm** X \_\_\_\_\_

**These will be monitored by our Police department.**

- 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. If you experience problems at any time during your reservation, please contact a Park Police at 424-1311.
- 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 and will be closed at 9:00 pm 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.
- Smoking is prohibited in pavilions and restrooms and within 15 feet of pavilions and restroom entrances.
- 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.
- 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. Due to power outages and vandalism, electricity in the pavilion is not always a guarantee.
- Inflatable games/toys must be commercial grade from an approved vendor (has insurance provided). Electrical service is limited in pavilions and may require you to rent a generator from the inflatable company. The Park District is not responsible for providing power for inflatables or for tripped breakers.
- **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).

### INDEMNIFICATION AND HOLD HARMLESS

Renting Group/Individual (hereafter referred to as "Renter") agrees to protect, indemnify, save, defend and hold harmless the Park District, its officers, officials, volunteers, employees and agents (hereafter collectively referred to as "District") from and against any and all liabilities, claims for compensation, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney's fees for which the District may become obligated by reason of any accident, injury or death of persons or loss of or damage to property arising indirectly or directly in connection with or under or as a result of this agreement, whether such loss, damage, injury or liability is contributed to by the negligence of the Park District or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except for claims, damages, penalties, causes of action, costs and expenses arising solely by virtue of any negligent act or omission of the District.

