

Plainfield Park District

BIRTHDAY PARTY RENTAL APPLICATION AND AGREEMENT

Reservations accepted at RAC 23729 W Ottawa St, Plainfield (815)436-8812



CONTACT INFORMATION

Contact Name: _____ Organization Name _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Phone Number _____ Contact Email _____
Alternate Contact Name _____ Phone _____

RENTAL INFORMATION

Type of Party: Ooey Goey ___ Superhero ___ Princess ___ Dinosaur ___ Arts & Crafts ___ Super Chef ___

Date of Rental: ___/___/___ Day of Week: F Sa Su

Rental Start Time: ___:___ am/pm Rental End Time: ___:___ am/pm

Number of Guest Expected: _____ (*Maximum 15 children; If over 15, there is an additional \$10 per child)

Resident Fee: ___ \$200 Non-Resident Fee: ___ \$250 (Fees as of August 1, 2018)

Child's name: _____ **Age celebrating:** _____ **T-shirt size:** _____

Event Provisions:

An interactive party host, activities, games, tableware, tables, chairs and a t-shirt for the birthday child.

Rental fee includes 60 min. set up before & 30 min. clean up after

FACILITY REQUESTED

Heritage Professional Center (HPC)
24023 Lockport Street, Plainfield, IL 815/254-2992

RENTAL POLICY & PROCEDURES

Applicants are required to abide by the specific rules of the application as well as other Park District and local ordinances. Failure to comply may result in the cancellation of the application, groups fees; cancellation of any current or future permits; and/or Law Enforcement officials may be called. The Facility and Shelter Use Rules and Regulations include, but are not limited to:

- Groups wishing to utilize a shelter or facility must acquire a permit from the Park District. The permit must be available during use and presented to any Park District representative upon request.
- It is the responsibility of the Group and/or the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while using Park District facilities. Including, but not limited to:
 1. Park District staff MUST be respected and obeyed at all times.
 2. Any activities deemed inappropriate and indicated by the Park District staff are prohibited.
 3. The Park District cannot be held responsible for lost, stolen or damaged property.
 4. The building and all equipment must be used and treated appropriately
 5. The rental must take place as described on the application, including the type of activity and the number of guest/participants.
 6. Under age children must be supervised at all times.
 7. Rental space is limited to the space specified in the rental agreement or permit.
 8. Alcohol is only allowed by special permit and all qualifying conditions must be met.
 9. Illegal substances are strictly prohibited.
 10. Firearms are prohibited on any Park District property.
 11. No smoking is allowed in any indoor Park District Facility. Smoking is allowed in designated areas only pursuant to Smoke Free Illinois Act (410 ILCS 82/) and Park District Ordinances.
- Facility use begins and ends at the times stated on the receipt, this does not include the 30 minute set-up and clean up. Groups are not allowed on site prior to the start time on the permit and are required to exit the facility and have adjacent areas cleaned up at the ending time indicated on the permit. If reservation exceeds the time on the permit it may result of not receiving security deposit, fees will be adjusted accordingly. Check your receipt for specific times you may access the facility or shelter. All litter must be picked up and placed in trash cans after each use.
- Permits are not transferable. All users will ensure that no unauthorized third party is granted permission to use the facility or shelter without Park District approval.
- Parking is allowed in designated areas only. Vehicles are not allowed on Park District property, other than parking lots, without written permission noted on the permit issued by the Park District. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. Renter shall be responsible for any damage to Park District property caused by the failure of User or Group to comply with this provision.
- Selling food or other items is not allowed without Park District approval and is subject to all county and state guidelines.
- The display or distribution of handbills, pamphlets, flyers, signs, or any other printed material containing advertising matter, information, or announcements is prohibited on Park District property without permission of the Park District.

- Amplified sound is not allowed in any facility or shelter without Park District approval. All local ordinances are also applicable.
- Permit holders shall inspect the facility prior to and subsequent to each use to identify any dangerous or unsafe condition and to determine whether the facility is safe and appropriate for any planned activity.
- Permit holders shall promptly advise the Park District of any perceived dangerous or unsafe condition.
- All Ordinances of the municipality in which the facility is located are applicable.
- Appropriate applications are to be completed for rentals of park district space and may include additional rules and regulations.

ACKNOWLEDGMENT OF RENTAL REQUEST POLICY & PROCEDURES

I certify that all of the information I provided on this form is true and correct. I understand that Plainfield Park District may verify this information and that misrepresentation may result in the denial of a rental or additional fees.

I understand that Plainfield Park District will not be responsible for any property left unattended in the facility, and that I am responsible for reporting incidents of vandalism or illegal activity in the facility by calling 911.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse Plainfield Park District for any and all loss incurred by it in repairing or replacing damage to Plainfield Park District property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event or rental who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless Plainfield Park District, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all regulations/requirements/agreements pertaining to my reservation. I do hereby agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event/rental request on Plainfield Park District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed rental request. In the event that information provided on this form changes or your event is cancelled, please inform Plainfield Park District in writing at least 5 (ten) days prior to the event; you may submit the change via email at guestservices@plainfieldparkdistrict.com or in person at the Rec/Admin office; 23729 W Ottawa St, Plainfield, IL 60544

Signature: _____ **Date:** ____/____/____

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For office use only:

Reservation #	Rental Fee:	Additional Fee:	Deposit Due:	Total Amount Due:
Reserv # _____				
Kitchen Reserved <input type="checkbox"/> (if applicable)				Total Amount Due:
Requires Special Use Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Facility Manager Signature: _____		Date Approved: ____/____/____		Initials: _____
If not, please specify: _____				
Application Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>		Date Approved: ____/____/____		Initials: _____
<input type="checkbox"/> SCAN/EMAIL COPIES TO FACILITY, FACILITY MANAGER, GUEST SERVICE SUPERVISOR <input type="checkbox"/> COPY GIVEN TO RENTER <input type="checkbox"/> ORIGINAL IN FACILITY BINDER				
Deposit Refunded	Deposit Withheld:	Reason Deposit Withheld:		
<input type="checkbox"/> ____ (Initials) ____ Date ____ Approved by	<input type="checkbox"/> ____ (Initials) ____ Date ____ Approved by	Staff Signature: _____		