



Terrace Centre Rental Application

11500 S. Beloit Ave

Worth, IL 60482

Phone: 708-448-7080 Fax: 708-448-4079

Event Date:

Are you or is your group a

____ Resident

____ Non-Resident

____ Non-Profit

RENTER CONTACT INFORMATION (Please Print)

*Renter Name: _____

Group/Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Home#: _____ Cell#: _____ Email: _____

EVENT INFORMATION

Event Type: _____

Event Date: _____

Day: _____ *Rental Start Time: _____ *Rental End Time: _____

1. Be sure to include decorating/clean-up time in your rental start and end time.
2. You will NOT be allowed in the building prior to your scheduled time.
3. *Renter Name is the responsible party and must be present to first enter the building.
4. No entry will be allowed without the Renter present.

Renter Initials(1-4) _____

Rooms Options:

____ Single Rm (40ppl) ____ Double Rm (80ppl) ____ Triple Rm (120ppl)

____ Gym(175ppl) ____ Indoor Playground ____ Room 102 (72ppl)

Set-up Types:

Party Meeting Lecture Custom (attached)

Add-ons:

Sports Package: Inflatables:

Guest Seating:

____ # of Guests

____ (seats 8) Rectangle Tables

____ (seats 8) Round Tables

____ Chairs

Extras:

Kitchen

Liquor License (Due Immediately)

1-99ppl = \$200/100+ppl = \$225

Deposit	
Liquor License	\$
Total Received=	\$
Payment Type Cash, Check, Card	
Type Received by	

Options	Hourly Rate	# of Hours	Total
Room	\$		\$
Indoor Playground	\$		\$
Kitchen	\$	Flat Fee	\$
Inflatable	\$		\$
Inflatable	\$		\$
Sports Package	\$		\$
Renter Initials:	Pay in full by:	Total Due:	
Staff Initials:	Date:	Amount Paid:	
Payment Type	Cash	Check	Visa MC DIS AMEX
Staff Initials:	Date:	Amount Paid:	
Payment Type	Cash	Check	Visa MC DIS AMEX

(Renter Initials) _____

Deposits Returned within 40 days of rental dates.
Please read the facility usage guidelines attached
and sign the policy statement on the back.



WORTH PARK DISTRICT RENTAL POLICY STATEMENT

ALL FACILITIES ARE SMOKE FREE

1. Any permit may be revoked for misrepresentation in the application. In addition, violation of terms and conditions of the application concerning policy, ordinances, rules, regulations, and laws of the State of Illinois and the United States of America.
2. Activities which are likely to result in damage to property or injury to people are prohibited.
3. Usage of premises in such a manner as to interfere with scheduled programs is prohibited.
4. Certificates of insurance may be required from groups or organizations using district facilities. Certificates of insurance should read as follows: "The Worth Park District." Certificates of insurance need to be presented at least 1 week prior to any party. If there is an outside company or entertainer these certificates must be turned into the rental coordinator prior to the party. Failure to do so will result in the loss of the deposit and possibly a cancelation to their party.
5. The applicant submitting the request listed as the authorized representative must be a minimum of 21 years of age. For activities involving groups of minors, the following requirements are in effect:
 - a. One adult chaperon must be provided for every 15 minors in attendance. Names and addresses of chaperons must be provided in advance of the event.
 - b. For groups larger than 50 participants encompassing individuals ages 13-18 must be approved by the Director of Parks and Recreation and may require a fee for additional security.
6. Any special requests, including but not limited to the use of facility for animal rides, carnival type equipment, presence of a disc jockey or other musical entertainment, conducting a raffle, charging admission, etc. must be presented in writing at the time of your request. There will be no type of music, DJ, band, or other amplified attractions without the proper paperwork given by the Worth Park District.
7. Use of sound amplification equipment is prohibited, except when specifically authorized on the perimeter in accordance with any applicable state or federal laws.
8. Canceling a rental at any time will result in a loss of the deposit. If a party is canceled prior to 10 business days of the rental, then the balance will be returned (deposits will not.)

CLEANING:

All renters using park district facilities will be responsible for their general cleanup. The facility needs to be returned to its original condition upon completion of rental and needs to be free of all debris. If a renter feels something in the facility is damaged upon the beginning of the rental or during the rental, they must inform a staff member immediately and have information in writing.

WE _____ (initials of name of organization or group requesting usage) agree to release and hold harmless and defend the Worth Park District, its officers, and agents, in connection with all actions or claims for any loss, damage, personal injury or death occurring as a consequence of the performance of this agreement. It is further understood and agreed that the Worth Park District assumes no obligations or responsibility in connection with said use of facility. We further agree to assume all costs of damage to facility and its contents during the said usage period authorized.

I have read and reviewed the Worth Park District Policy and facility guidelines and understand what is expected of me the renter and what will be provided by the Worth Park District.

NAME _____ DATE _____

SIGNATURE _____



WORTH PARK DISTRICT PARK FACILITY USAGE GUIDELINES

ALL FACILITIES ARE SMOKE FREE

It is the intent of the Worth Park District to make its facilities available to the community on a fair and equitable basis. The following procedures, guidelines and fee schedules will outline the rules and regulations regarding the use of the facility. Availability may be checked over the phone, but this does not reserve facility.

About the Application Process

1. Applications for facility rental must be made in person at the park district administration office.
Charles M. Christensen Terrace Centre
11500 S. Beloit Ave. Worth, IL 60482
9am to 5pm
Monday - Friday
Applications and rental deposit must be paid at the time the rental is booked.
2. **IMPORTANT:**
The rental start and end time is the time that the renter will have access to the space requested.
3. The applicant submitting the request must be at least 21 years of age.
4. Groups or individuals using any park district facility will be required to post a security deposit of \$100. Groups or individuals will be charged for any damage and time spent cleaning up by park district staff (***if required***). The district reserves the right to seek legal remedies if damages are greater than the deposit.

Fees:

- a. Excessive clean-up \$30 per hour
- b. Damaged table \$120 per table

5. Groups that exceed permitted rental time or space will incur **double the cost of time and space, and will also forfeit the deposit.**
6. ***Any permit may be revoked for misrepresentation in the application.***
In addition, violation of terms and conditions of the application concerning policy, ordinances, rules, regulations, and laws of the State of Illinois and the United States of America.
7. Certificates of insurance may be required from groups or organizations using District facilities. Certificates of insurance should read as follows: "The Worth Park District."
8. Alcohol is permitted with the proper paperwork. You can obtain a liquor license from the park district at the time of rental. Charges are below:

99 people or less: \$200

100 people or more: \$225

9. Renters or users **are not** allowed to charge admissions unless authorized by the Director of Parks & Recreation.

WORTH PARK DISTRICT PARK FACILITY USAGE GUIDELINES (continued)

10. Inclement weather: In the event of inclement weather, a refund will not be granted. You may reschedule your party prior to the start of your scheduled start time.
11. All people must be out of the park by the end of their rental. Any time after the end time will result in a loss of the returned deposit.
12. Children need to be supervised at all times. **Running in the hallways is NOT ALLOWED.**
13. Smoking of any kind is not allowed in our parks.
14. **Use of sound amplification equipment is prohibited**, except when specifically authorized on the permit or in accordance with any applicable state or federal laws.
15. **Renters need to seek permission from the Director of Parks and Recreation for the usage of a grill.**
16. We do not provide silverware, candle lighters, tape, scissors, candles, tablecloths, serving utensils or cake knives or any other serving or party supplies.
17. Only masking tape may be used for decorations. Confetti, glitter, and/or similar materials are NOT ALLOWED.
18. Any decorations utilized must be fireproof. Decorations with open flames are NOT allowed.
19. All decorations must be removed at the conclusion of the rental.
20. The Park District cannot and will not assume responsibility for lost or damaged property.
21. The Director must approve any sale of food or refreshments at the time of application.
22. Any groups or individual serving food must comply with established local health department regulations and procedures.
23. When publicizing meetings or events, the location shall read the location and not the Worth Park District. Groups shall be required to advertise that the event is **not** sponsored by the Worth Park District; also, the Worth Park District **cannot nor will not** publicize any renter's programs or special events.
24. Facility attendants are not on site to clean the facility for you. Each renter is responsible for the cleaning of the areas reserved for their use.
25. Any checks returned for non-sufficient funds will result in a \$25.00 service charge.
26. Security Deposits will be mailed back to the renter within ***40 business days** of the rental.

****The WPD only issues checks on the 3rd Thursday of each month.****

The Worth Park District reserves the right to cancel or change the permit prior to 48 hours of the scheduled rental when deemed necessary by the district.

THREE-STRIKE POLICY

All facility users will be subject to the three-strike policy. Any time one of the below infractions occurs you will be issued one strike. Groups or individuals receiving three strikes will be prohibited from using any recreation facility for one calendar year from the date of last strike. A letter will be mailed to the offending user with each violation.

1. Not showing up for scheduled facility use without notifying the Worth Park District.
2. Causing excessive clean up.
3. Staying beyond contracted time.
4. Violation of stated Worth Park District policies.

Certificate of Insurance – General Vendors & Food Vendors & Suppliers

Renters and organizations must submit a Certificate of Insurance to the Worth Park District for any entertainment or food vendors. This certificate must have a "current dating," meaning that it cannot expire during the rental time period. This insurance **MUST** be submitted 1 week prior to your event or the vendor will be denied.

Vendors and suppliers are required to carry the following coverage:

<u>LIABILITES</u>	<u>GENERAL VENDORS</u>	<u>FOOD VENDORS & SUPPLIERS</u>
General Liability	<u>Limit</u>	<u>Limit</u>
Each Occurrence	\$1,000,000	\$2,000,000
Damages to Rented Premises	\$100,000	\$100,000
Medical Expense (each person)	\$10,000	\$10,000
Personal Injury	\$1,000,000	\$1,000,000
General Aggregate	\$1,000,000	\$1,000,000
Products - Completed Operations	\$1,000,000	\$1,000,000
Business Auto Liability	\$1,000,000	\$1,000,000
Workers Compensation and Employers' Liability	<u>Limits</u> \$1,000,000	<u>Limits</u> \$1,000,000

The Worth Park District must be listed on the insurance document as *Additional Insured*

The Certificate Holder should read:

Worth Park District
11500 S Beloit Ave.
Worth, IL, 60482

If any of the above policies are not followed, part or all of the deposit and/or permit may be forfeited. If damage occurs in the field/park it will result in loss of deposit and permit. The permit will be revoked for the remainder of the season and the party will be ineligible to reapply for a field permit for at least 1 year following the incident.

*****Please note that all Park District programs and events have priority over any rental*****

Vendors include but not limited to:

DJ/Band/Musical Performer
Face Painter
Live Entertainment
Food service including: waiter/waitress/bartender
Food Truck