



Terrace Centre Rental Application

11500 S. Beloit Ave
 Worth, IL 60482
 Phone: 708-448-7080 Fax: 708-448-4079

Today's Date: _____

RENTER CONTACT INFORMATION (Please Print)

Name: _____

Group/Organization: _____

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

Home#: _____ Cell#: _____ Email: _____

Are you or is your group a
 ___ Resident ___ Non-Resident
 ___ Non-Profit

EVENT INFORMATION

Event Type: _____

Event Date: _____

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

Note: Be sure to include decorating/cleanup time. You will NOT be allowed in the building prior to your scheduled time.

(Renter Initials) _____

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
 ___ Rectangle Tables (seat 10)
 ___ Round Tables (seats 8)
 ___ Chairs

Extras:

- ___ Kitchen
 ___ Liquor License
 (1-99ppl \$195/100+ppl \$205 due immediately)

Deposit Due	\$
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.

Policy Statement

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.

Activities which are likely to result in damage to property or injury to people are prohibited.

Use of premises in such a manner as to interfere with scheduled programs is prohibited.

Certificates of Insurance may be required from groups or organizations using District facilities. Certificates of Insurance should read as follows: "The Worth Park District, its elected officials and appointed officials, employees and agents as additionally insured." Family usages are exempt from this requirement. Certificates of insurance need to be presented at least 2 weeks prior to any party. If there is an outside company or entertainer these certificates must be turned into the Facility Supervisor PRIOR to the party. Failure to do so will result in the loss of the deposit and possibly a cancelation to their party.

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

Renters or users are not allowed to post any advertisements of any products or service for sale in the facility unless authorized by the Director of Parks & Recreation.

The applicant-submitting request, listed as authorized representative, must be a minimum of 21 years of age. For activities involving groups of minors, the following requirements are in effect.

Any special requests, including but not limited to the use of the 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.

Alcohol or gambling is prohibited at all Park District Park's. A permit may be acquired for the use of alcohol only for the Terrace Centre building.

Use of sound amplification equipment is prohibited, except when specifically authorized on the permit or in accordance to any applicable state or federal laws.

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 UP AFTER EVENT:

All renters using park district facilities will be responsible for their general cleanup. Rooms need to be returned to their original condition upon completion of rental and parks need 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 _____ (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 any and 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 procedure manual and understand what is expected of me the renter and what will be provided by the Worth Park District.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____