



SYCAMORE PARK DISTRICT

_____ EVENT DATE

_____ APPROVAL

____ / ____ / ____ DATE

RENTAL APPLICATION | EVENTS & MEETINGS

____ / ____ / ____ DATE CREATED

CONTACT INFORMATION

ORGANIZATION NAME _____

CONTACT NAME _____ PHONE _____

ALTERNATE CONTACT NAME _____ PHONE _____

BILLING ADDRESS _____

EMAIL ADDRESS _____

BUSINESS TYPE	EXEMPT? <input type="checkbox"/> YES <input type="checkbox"/> NO	RESIDENT	NON-RESIDENT
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EVENT INFORMATION

DATE(S) 1ST CHOICE _____ DAY OF WEEK _____ TIME _____

DATE(S) 2ND CHOICE _____ DAY OF WEEK _____ TIME _____

SETUP TIME _____ CLIENT ACCESS TIME _____

TYPE OF EVENT _____

ESTIMATED ATTENDANCE: ADULTS 18+ _____ KIDS 0-17 _____

VENUE			
COMMUNITY CENTER	CLUBHOUSE	OUTDOOR VENUES	1 ST SHELTER CHOICE
<input type="radio"/> MULTIPURPOSE A	<input type="radio"/> MAIN ROOM	<input type="radio"/> SHELTER →	_____
<input type="radio"/> MULTIPURPOSE B	<input type="radio"/> RIVERVIEW ROOM	<input type="radio"/> COMMUNITY POOL	2 ND SHELTER CHOICE
<input type="radio"/> MULTIPURPOSE AB		<input type="radio"/> SPLASH FOUNTAIN	_____
<input type="radio"/> MULTIPURPOSE C			
<input type="radio"/> PATIO			
<input type="radio"/> FULL GYM			
<input type="radio"/> FULL COURT			
<input type="radio"/> HALF COURT			

CATERING INFORMATION

PLEASE NOTE THAT OUTSIDE FOOD MUST BE APPROVED BY EVENT COORDINATOR.

FINAL GUARANTEE AND SELECTION DUE 7 BUSINESS DAYS BEFORE EVENT.

TIME OF FOOD SERVICE _____

SPECIAL INSTRUCTIONS

ADDITIONAL INFORMATION

WILL ADMISSION BE CHARGED? YES NO

WILL MERCHANDISE BE SOLD? YES NO

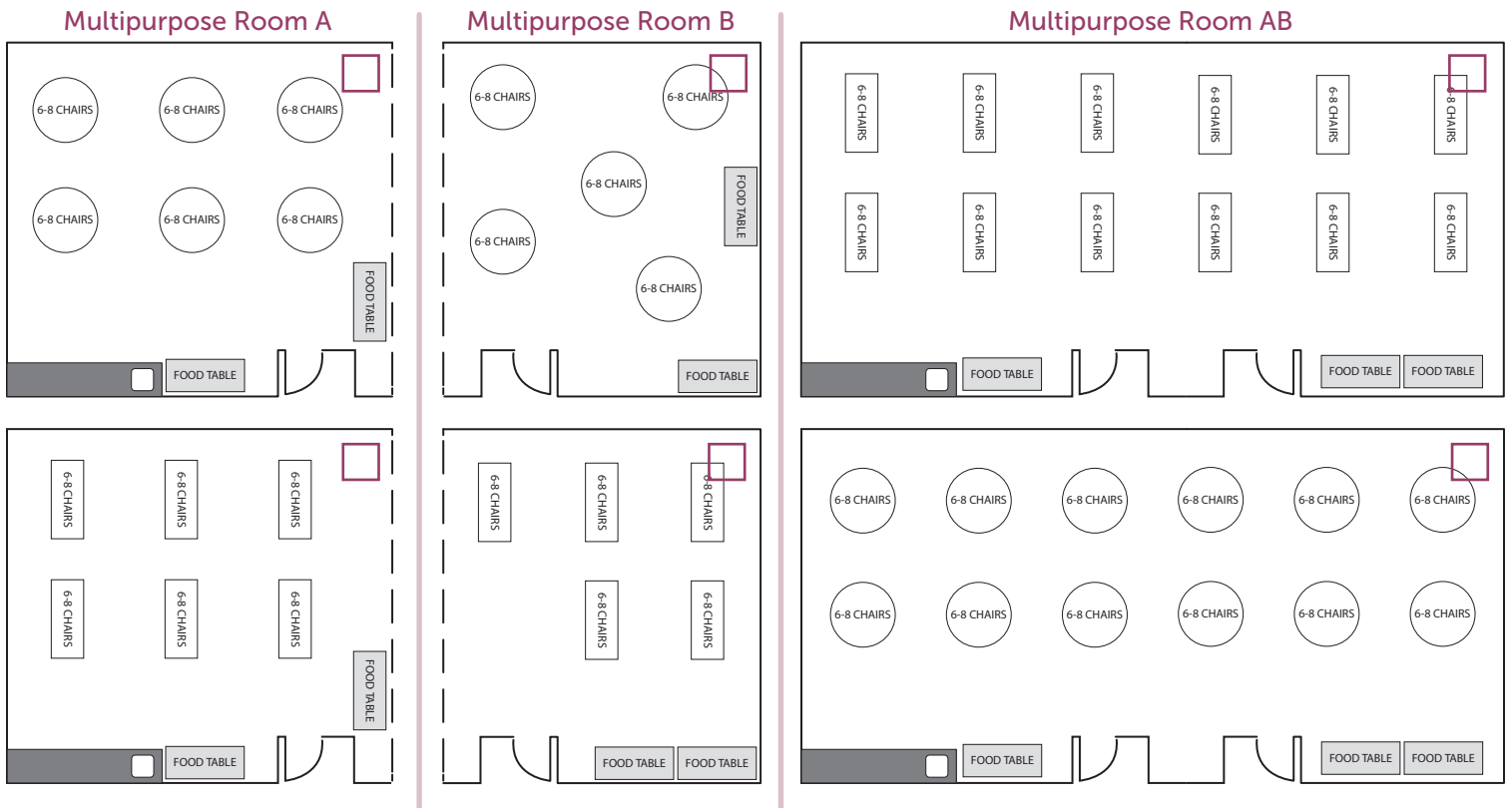
EXPLAIN _____

WILL BANNERS OR ITEMS BE DISPLAYED? YES NO

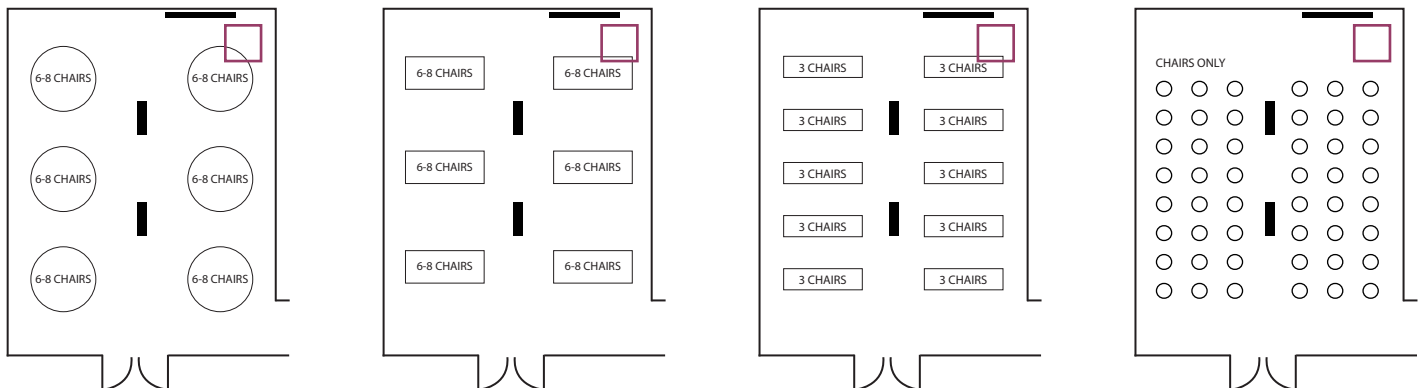
NO TACKING, TAPING OR ATTACHING TO WALLS, WINDOWS, OR CEILING. NO OPEN FLAME.

ADDITIONAL RESOURCES NEEDED (REGISTRATION TABLES, ETC.)

ROOM DIAGRAMS - COMMUNITY CENTER



ROOM DIAGRAMS - RIVERVIEW ROOM



INITIALS: _____

CLUBHOUSE	RATE PER HOUR		CAPACITY				
	RESIDENT	NONRESIDENT	ROUND TABLES		LECTURE		CLASSROOM
MAIN ROOM	\$75 per hour	\$113 per hour	4/TABLE = 60	6/TABLE = 90	1/TABLE = 15	2/TABLE = 30	CHAIRS ONLY = 90
RIVERVIEW ROOM							
Hourly Rate	\$50 per hour	\$75 per hour					
Special Rates			6/TABLE = 36	8/TABLE = 48	10 LECTURE TABLES = 30		CHAIRS ONLY = 48
Mon-Fri 8am-12pm	\$100 (4 hours)	\$150 (4 hours)					
Mon-Thu 8am-5pm	\$175 (9 hours)	\$260 (9 hours)					

SETUP FEE \$25-\$150

CLEANING FEE \$50

COMMUNITY CENTER	RATE PER HOUR		CAPACITY			
	RESIDENT	NONRESIDENT	ROUND TABLES	6' RECTANGLE TABLES	6' LECTURE TABLES	CLASSROOM
MULTIPURPOSE A	\$45	\$68	8/TABLE 48	8/TABLE 48	24	CHAIRS ONLY 49
MULTIPURPOSE B	\$45	\$68	8/TABLE 32	8/TABLE 40	24	CHAIRS ONLY 47
MULTIPURPOSE C	\$45	\$68	8/TABLE 48	8/TABLE 48	24	CHAIRS ONLY 49
MULTIPURPOSE AB	\$90	\$135	8/TABLE 96	8/TABLE 96	24	CHAIRS ONLY 96
PATIO	\$15	\$23	6/TABLE 30 8/TABLE 40	8/TABLE 48		CHAIRS ONLY 50
FULL GYM	\$120	\$180				
FULL COURT	\$60	\$90				
HALF COURT	\$30	\$45				
ACTIVITY LEADER (PER HOUR)	\$15	\$23				
AFTER HOURS (PER HOUR)	\$25	\$38				

Gym capacity is based on activity.
Call for details 815-895-3365

OUTDOOR SHELTER	RATE PER HOUR	
	RESIDENT	NONRESIDENT
FULL DAY	\$75	\$112
ALCOHOL PERMIT	\$50	
PICNIC TABLE*	\$10 EACH	

* FEE PER PICNIC TABLE BEYOND THE 6 THAT ARE PROVIDED
SHELTER-SPECIFIC GUIDELINES WILL BE PROVIDED.

COMMUNITY POOL	RATE PER HOUR
	MINIMUM 2 HOUR RENTAL
1-50 PEOPLE	\$130 per hour
51+ PEOPLE	\$2 per additional person

SPLASH FOUNTAIN	RATE PER HOUR
	MINIMUM 2 HOUR RENTAL
BUILDING HOUR FEE	\$75 per hour

FULL PAYMENT IS DUE AT TIME OF APPLICATION APPROVAL (NO EXCEPTIONS)

PAYMENT ACCEPTED BY CREDIT OR CHECK. IF PAYING BY CHECK AN ADDITIONAL \$100 SECURITY DEPOSIT MUST ACCOMPANY FINAL PAYMENT.

Your event may require insurance, security, equipment, and staff charges -please check with our events staff. After our rentals are available upon request and approval by events committee.

No alcohol or smoking allowed in or around the building. Rental includes tables, chairs, house linens and venue space. Please request a buffet catering menu should you be interested in serving food at your event. Please schedule an appointment to meet, view the spaces and review rental application/ contract. We require at least 10 business days to prepare for your event (we request additional time for larger events such as weddings and concerts).

Please note that the date will not be guaranteed until the rental application is returned, and full payment is secured. Prices are subject to change without notice. Be sure to read and sign the Event Guidelines before signing the rental application. If you have any questions, please do not hesitate to contact our event staff. We look forward to hosting your event.

INITIALS: _____

ALCOHOL & TOBACCO

The **Sycamore Park District Community Center** at Legacy Campus is drug, alcohol, weapons, and tobacco free facility and campus. Guests should be informed prior to arrival.

The **Sycamore Golf Club (SGC)** is a drug and weapons free facility and campus. Alcohol must be purchased from the SGC authorized staff only, parties must be 21 years or older to drink. Smoking is permitted outside, 15 or more feet from any entrance way or eating area.

Picnic shelter renters and event attendees may not bring alcoholic beverages onto park district property unless an alcohol permit has been obtained. A permit may be obtained through the Park District at the time of your reservation and no later than one week prior to your rental date. A permit is not valid without the proper proof of insurance and payment of the \$50 permit fee. No alcohol permits will be issued on the day of your rental. Police will check each picnic for alcohol permits.

FOOD & BEVERAGES

All food and beverage must be approved or supplied by the Sycamore Park District except for specialty cakes. Special dietary needs can be accommodated with advance notice. Any prepared food left over from your event cannot be taken from the facility due to health department safety guidelines. All in house services include a 6% service charge and a 10% sales tax. We cannot be held liable for any outside food.

DELIVERIES

Please have all vendors call the Sycamore Park District Event Coordinator to schedule their delivery and pick up times and confirm delivery location. No deliveries will be accepted earlier than two (2) hours prior to the reservation time unless special arrangements have been approved by the Event Coordinator. All items are to be removed from the function space immediately after the event. The Sycamore Park District does not accept responsibility for receiving or removing the property of the Renter, or the Renter's guests and will not provide any services in connection with deliveries and pickups.

FEES & PAYMENTS

For events utilizing the Sycamore Park District for events and rentals food, beverage and amenities fees are due within seven (10) days of contract approval. Guaranteed guest count, final room set up, menu, audio visual/ technical must be confirmed and paid ten (10) business days prior to the event. No reduction in

the guaranteed numbers will be accepted after this date. Any changes are subject to additional charges. All final changes to your contract/reservation must be submitted 72 hours prior to your event. Changes after this time cannot be guaranteed.

TAX EXEMPT

Any group wishing to claim tax-exempt status must provide a hard copy of their tax-exempt letter (Federal IRS 501c3) upon confirming the reservation. Non-profit organizations utilizing the space for a discounted rate may not use the facility for personal, private, or commercial gain.

SET UP AND CLEAN UP

Renters can arrive no sooner than 15 minutes prior to their agreed time and must vacate the space no more than 15 minutes from agreed end times. Any additional time, if approved by rental coordinator, will incur additional fees.

The rental agreement only grants renters exclusive access to designated room, facility, space. Adjacent amenities, restrooms, additional park district spaces and amenities remain open to the public and/or use of other renters.

Exceptional services, activities, needs must be disclosed at time of reservation. Some requests will be subject to approval of a special use permit by the executive director. Examples: Live music, bounce houses, tents, extended rental times beyond park district hours.

Tables, chairs, wireless internet, set up and tear down of furniture are included with your indoor room rental. Please note that it is expected for the room(s) or shelter to be left in the same condition it was in prior to the rental. The Sycamore Park District staff will not be responsible for equipment or other items left in the building.

CANCELLATION

- Prior to 10 days, full refund minus \$25 cancellation fee.
- All sales and bookings are final if cancellation is within 5 days of the event.

AUDIO-VISUAL NEEDS

The use of any audio visual/technical equipment owned by the Sycamore Park District is available for indoor rentals and must be agreed upon prior to your event and will be quoted on an individual basis. Testing of the audio/visual technical equipment by the speaker/site contact must be set up prior to the event with the Event Coordinator. The Sycamore Park District is not responsible for the

incompatibility of any presentation to our equipment. Audio/visual technical professionals are not available.

Replacement fees will be assessed for any damaged equipment.

Only music suitable for a public facility will be allowed and its volume is subject to control by the Sycamore Park District staff.

DECORATIONS

Indoor decorations should be free-standing. No open candle flames are allowed. No glitter allowed inside the banquet rooms, gym, or hallways. Decorations may not be taped, pinned, thumbtacked or in any way adhered to the walls, ceilings, floors, or furnishings (painters' tape and poster putty are allowed).

The Sycamore Park District does not allow the placement of signs, placards or postcards around the facility promoting events held on the premises.

LIABILITY & DAMAGES

Renter is liable for theft and damage to the Sycamore Park District premises, equipment, and property because of the event provided under this contract. The Renter will not hold the Sycamore Park District or any of its employees responsible for the failure to execute an event due to occurrences beyond their control, such as, but not limited to, acts of God, public emergencies, or threats to the community. The Renter will be required to sign a Hold Harmless Agreement (included) in which the renter or renter's organization assumes the risk of injury to all persons who are on Sycamore Park District property as part of that group, and for injury or property damage sustained by others that results from the group's use of the premises. The Sycamore Park District reserves the right to exclude or terminate any group or individual deemed to be inimical to, or is at risk to, the Sycamore Park District, its property, interests, and mission. Organizations not a part of Sycamore Park District or one of its programs, and participating in a high-risk activity (i.e. swimming and pool activities, fitness center, organized athletic event or theatrical/ dance performance) on an exclusive basis must provide a Certificate of Insurance as evidence of general liability insurance with at least the following limits: \$2,000,000 Combined Single Limit for Bodily Injury & Property Damage.

INITIALS: _____

I have read the above event guidelines on page 4 and agree to its terms and conditions, as well as any other contract addendum which I may sign. Renter is 21 years or older.

CLIENT SIGNATURE _____ DATE _____

MANAGER SIGNATURE _____ DATE _____

May staff take picture for use in promotional materials such as the Sycamore Park District website, social media, printed items, etc.?

YES NO If yes, then you assume responsibility for informing your guests that you are representing the group and all guests have approved the release.

INITIALS: _____

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

In consideration of the privilege of using Sycamore Park District property; We agree to assume the risk for any injuries, including death, that may be sustained by members of our organization or any person invited as part of our group in connection with the use of said premises. Further, we agree to indemnify, hold harmless, assume liability for and defend The Sycamore Park District, its trustees, officers, members and agents from all costs and expenses including, but not limited to, attorney’s fees, reasonable investigative and discovery costs, court costs and any other sums which The Sycamore Park District, its trustees, officers, members and agents may pay or become obligated to pay for injury, including death, to persons or damage to property resulting from our use of said premises or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by the negligence or willful misconduct of Sycamore Park District or its trustees, officers, members and agents while acting within the scope of duties of such relationship to The Sycamore Park District. I hereby certify that I have the authority to sign this agreement for the organization identified above.

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CLIENT SIGNATURE _____ DATE _____

RENTAL \$ _____	SUBTOTAL \$ _____	INSURANCE REQUIRED _____
FOOD + BEVERAGE \$ _____	DISCOUNTS \$ _____	ACCOUNT BALANCE \$ _____
OVERTIME \$ _____	TOTAL \$ _____	FINAL BALANCE \$ _____
SECURITY \$ _____		PAYMENT RECEIVED _____
		DATE ___ / ___ / ___