

PAVILION RENTAL FEE & GENERAL INFORMATION EFFECTIVE JANUARY 1, 2012



Wheeler Park South Pavilion is available for rental. **Due to the bridge construction project, the Island Park Pavilion will not be available for rental during the 2012 season.**



Seating capacity inside the pavilions is approximately 60. Alcohol is not permitted in any Geneva Park District park.



Rental applications are accepted beginning January 4, 2012 for Geneva Park District Residents and February 1, 2012 for Non-Residents. Only one rental per day is permitted in each park.



All inquiries and arrangements for pavilion rentals should be directed to Joann Able or Dianne Jackson. Both may be reached by phone at 630-232-4542, or via email at jable@genevaparks.com or djackson@genevaparks.com. No other Geneva Park District staff may handle pavilion rentals.



Individuals renting a pavilion agree to abide by the Rules and Guidelines set forth by the Geneva Park District and the Park Ordinance. A copy of the Rules and Guidelines has been included in the pavilion rental packet. The Park Ordinance is available on the Geneva Park District website at www.genevaparks.org. Failure to adhere to all applicable rules may result in loss of deposit.



Please be aware that Wheeler Park is open to the public. With the exception of the rented pavilion, all park amenities are available for use by Geneva Park District patrons. Also, while pavilions and restrooms are cleaned by Geneva Park District staff the morning of a rental, these are natural areas and therefore are subject to the effects of wildlife, insects, etc.



A completed rental agreement, and applicable deposit and rental fee must be provided before a rental date may be reserved. Proof of residency and/or proof of non-profit status must also be provided, where applicable. Payment may be made by check, Visa or Mastercard only. If made by check, deposit and rental fee must be separate checks. After the rental date, if Geneva Park District determines that all pavilion rental requirements have been met, the deposit check will be destroyed, with notification by phone or email.



Fees:	<u>Pavilion</u>	<u>Deposit</u>	<u>Resident Rental</u>	<u>Non-Resident Rental</u>	<u>Resident Non-Profit</u>
	Wheeler	\$100	\$ 50/day	\$100/day	\$ 25/day
	Island	\$100	\$100/day	\$250/day	\$ 50/day



REFUND POLICY: If a refund is requested more than 2 weeks prior to the date reserved, a 20% service charge will be assessed. Absolutely no refund will be given if reservation is canceled within 2 weeks of the date requested. **NO REFUND WILL BE GIVEN FOR INCLEMENT WEATHER.**

PARK & PICNIC SHELTER RULES AND GUIDELINES

Park & Picnic Shelters are not available for rental from October 15 through April 15.

1. Geneva Park District cleans the washrooms and surrounding area first thing in the morning prior to your event. However, because this facility is in a public park, someone may use the restrooms or pavilion prior to your arrival, so please make appropriate arrangements for additional cleaning. This is an outdoor facility and is subject to environmental factors such as weather conditions and insects.
2. Park District staff is not on the premises. In case of emergency only Geneva Park District security staff may be reached until 1:30pm at 630-232-4542, and after 1:30pm at 630-921-0239.
3. Your application may be turned down if another event has been pre-scheduled.
4. No shelter reservation issued to minors without parent or guardian.
5. Users of shelter may be asked to provide public liability insurance. The user must also agree to hold harmless the Geneva Park District for any accidents resulting in bodily injury or property damage.
6. No motorized or animal powered vehicles allowed in park.
7. No vehicles allowed on park grass or paths without prior permission.
8. Vehicles may enter Island Park through the south gate entrance only. Arrangements to have the gate unlocked need to be made in advance.
9. Catering or rental companies must remove their vehicle immediately after unloading.
10. Electrical outlets are available in the pavilion and stage.
11. Water from bathroom sinks or fountain only.
12. No tents allowed.
13. No large inflatable toys such as Moonwalks.
14. No pyrotechnics or flammables allowed.
15. No gambling.
16. No obscene language, pictures or writing.
17. No alcoholic beverages or drugs allowed.
18. No loud speakers, live entertainment, or amplified acoustics without prior permission.
19. No propane grills or fire pits allowed. Stationary charcoal grills are available at Wheeler Park, near both pavilions. Charcoal grills may be brought into the parks and operated by caterers only.
20. No soliciting.
21. No advertisement of any kind.
22. No permit issued for monetary gain.
23. No food or concessions to be sold.
24. No selling goods, wares or merchandise.
25. Obstruction of the bike path is prohibited.
26. Geneva Park District is not responsible for loss of personal property or personal injury.
27. No damage to any equipment.
28. Any damage to shelter or grounds will be charged to individual or group signing permit.
29. Park closing hour shall be 10:00 P.M. or as posted.
30. Shelter and surrounding area must be left clean.



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RENTAL PERMIT FOR PARK PAVILION

(Not available for rental from October 15 through April 15)

710 Western Avenue Geneva, Illinois 60134
Phone (630) 232-4542 Fax (630) 232-4569

I hereby make application for use of Park District property subject to the facility regulations:

Name _____

Address _____ City _____ State _____ Zip Code _____

Day Phone _____ Evening Phone _____

Email Address _____

(BEST FOR COMMUNICATION PURPOSES)

RENTAL FOR: Wheeler Park Pavilion ~~Island Park Pavilion~~ ESTIMATED ATTENDANCE: _____

PURPOSE: Picnic Meeting School / Organization Group Outing Other (specify) _____

RENTAL DATE REQUESTED

RENTAL HOURS REQUESTED

(Available hours are 6:00 A.M. – 9:00 P.M.)

_____ From _____ To _____

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NOTICE: Please understand that while the restrooms and shelters are cleaned early in the morning seven days a week, we cannot guarantee that they will remain as clean as we would like them to be all day. We ask that each rental party take responsibility for cleaning up the area after their rental, if necessary. Thank you for your cooperation.

This application, if approved, will serve as your permit for use of the property described above and must be on the person responsible at the site at all times.

I have read the terms and conditions governing the use of Geneva Park District property and agree to abide by them.

SIGNATURE: _____ DATE: _____

Please indicate your choice of payment:
 Check Cash Visa Mastercard

Credit Card #: _____ Exp. _____

Signature: _____

NOTE: Only registrations paid by credit card are accepted by FAX. When registering by FAX, it is mutually understood that the facsimile registration documents (including the waiver & release of all claims) shall substitute for and have the same legal effects as the original form.

OFFICE USE ONLY Initial: _____ Date: _____ Rental Fee: _____

Proof of Residency Verified: Driver's License Utility Bill Tax Bill Other _____ Initial: _____