

PAVILION RENTAL FEE & GENERAL INFORMATION



Wheeler Park South Pavilion and Island Park Pavilion are available for rental. Pavilions are available for rental approximately April 15 - October 15, weather dependent.



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



Rental reservations begin the third Monday in January for Geneva Park District Residents and the third Monday in February for Non-Residents. Only one rental per day is permitted in each park. Dates may not be held and reservation is on a first-come, first-served basis, based on receipt of completed permit request and payment in full. **NON-PROFIT DISCOUNT IS APPLICABLE TO RESIDENT RENTERS ONLY.**



All inquiries and arrangements for pavilion rentals should be directed to Francesca Borman. She may be reached by phone at 630-232-4542, or via email at fborman@genevaparks.com. No other Geneva Park District staff may address pavilion rentals.



Refunds are not available for inclement weather. If rain date is desired, a second date must be reserved, all rental fees and rules apply and no refund is provided for an unused rental.



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 and Island Parks are 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 open to the public and therefore are subject to the effects of use, 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, Mastercard, American Express or Discover 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* *501c3 proof required



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 cancelled within 2 weeks of the date requested. **NO REFUNDS WILL BE GIVEN FOR INCLEMENT WEATHER.**

PAVILION RENTAL RULES AND GUIDELINES

Pavilions are available for rental approximately April 15 through October 15.

1. Geneva Park District cleans the restrooms and surrounding area first thing in the morning prior to your event. However, because this facility is in a public park, patrons 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. Only one rental per day is permitted and rental is on a first-come, first-served basis based on receipt of completed rental permit request and payment in full.
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 locked south gate entrance only. Arrangements for access must 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 is available from bathroom sinks or fountain only.
12. No tents allowed.
13. No inflatables are allowed.
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 and at Island Park. Charcoal grills may be brought into the parks and operated by caterers only.
20. No soliciting.
21. No fundraising.
22. No advertisement of any kind.
23. No permit issued for monetary gain.
24. No food or concessions to be sold.
25. No selling goods, wares or merchandise.
26. Obstruction of the bike path is prohibited.
27. Geneva Park District is not responsible for loss of personal property or personal injury.
28. Any damage to shelter, equipment 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.