



710 Western Ave.  
 Geneva, IL 60134  
 630-232-4542 - phone  
 630-232-4569 - fax  
 info@genevaparks.com -email

**PAVILION RENTAL  
 FEE & GENERAL INFORMATION  
 EFFECTIVE JANUARY 20, 2020**



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 applications are accepted beginning January 20, 2020 for Geneva Park District Residents and February 17, 2020 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](http://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.



# Park Pavilion Rental Permit Request

Name \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Email \_\_\_\_\_

RENTAL FOR:  Wheeler Park Pavilion  Island Park Pavilion ESTIMATED ATTENDANCE: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

RENTAL DATE: \_\_\_\_\_ RENTAL HOURS: from \_\_\_\_\_ to \_\_\_\_\_

PERSON(S) RESPONSIBLE ON DATE OF RENTAL: \_\_\_\_\_ (Available hours are 6:00 A.M. – 9:00 P.M.)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

*Interested in Mini Golf? If you would like to add a discounted group rental at Stone Creek Miniature Golf course to your pavilion rental, complete the attached Group Rental Form. Fees may be paid in advance or on the day of the rental. See form for details.*

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

Geneva Park District Waiver and Release of All Claims  
IMPORTANT INFORMATION

The Geneva Park District (the "Park District") is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities. You are solely responsible for determining if you or your minor child/ward are physically fit and/or adequately skilled for recreational activities. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. Depending on the particular activity, certain risks and dangers may exist due to inclement weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, lack of safety equipment, inadequate or defective equipment, failure in supervision and instruction or officiating, and premises defects. It is impossible for the Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in the program(s), you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss in which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with the program(s)/activity(ies). I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred as "Parties"). I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the program(s)/activity(ies).

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering online or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

I understand that my child/ward or I may be photographed or videotaped while participating in a Park District program. I give permission for photos and video images of my child/ward or me to be used to promote the Park District's recreation programs. Such photos and video images remain the property of the Park District.

**I have read all guidelines, rules, regulations and liability waiver information governing the use of Geneva Park District property and agree to abide by them.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Payment:  Check  Cash  Credit Card

Card Number																				
Expiration Date																				

\_\_\_\_\_

**GENEVA PARK DISTRICT  
STONE CREEK MINIATURE GOLF  
101 NORTH ST  
GENEVA, IL 60134**

**GROUP PARTY RENTAL REQUEST FORM**

NAME OF PERSON/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_

TIME TO START GOLF: \_\_\_\_\_

APPROXIMATELY HOW MANY GOLFERS (MUST BE 10 OR MORE): \_\_\_\_\_

(Must know exact for Pre-Payment)

PAYMENT (circle one): DAY OF RENTAL      PRE PAY @ PARK DISTRICT      OTHER \_\_\_\_\_

RATE PER GOLFER: \$4R      \$5NR      OTHER \_\_\_\_\_

\*Please let Miniature Golf Attendant know if your party size has changed.

\*PLEASE SHOW THIS FORM TO MINIATURE GOLF ATTENDANT PRIOR TO PLAYING\*

As authorized representative of the above-named group/organization, I hereby request the use of Stone Creek Miniature Golf as indicated and agree to the fulfillment of regulations and payments governing the use of these facilities. As a representative of the above-named group/organization, I agree to personally coordinate and follow all posted rules and direction Stone Creek Miniature Golf Staff..

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**FOR OFFICE USE ONLY**

RENTAL FEE \_\_\_\_\_

<b>PAYMENT TYPE</b>	<table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> Card Number																					<table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> Exp. Date				
<input type="checkbox"/> Check <input type="checkbox"/> Cash																										
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	<b>Signature</b> _____	<b>Date</b> _____																								
<i>Signature required for credit card authorization</i>																										

Miniature Golf Course Rules:

The following rules should be adhered to by all individuals playing Stone Creek Miniature Golf Course. It is the responsibility of the attendant to see that these rules are obeyed.

1. Be considerate of others and enjoy your round of golf.
2. No more than 4 players in a group.
3. Please do not make your first putt until the group ahead has finished on the hole.
4. Ball nearest to the cup putts first.
5. Seven stroke limit on all holes. Mark 8 and move on.
6. An out of bounds ball is placed in at the point of exit with a one-stroke penalty.
7. Please do not shoot from the hazards.
8. Ball may be moved 6" from the rail without penalty.
9. NO full swings at any time.
10. Players must wear shirts and shoes at all times on the course.
11. Minimum age without supervision is 10 years.
12. Return Putter to counter when leaving
  - \$ .50 charge for lost balls
  - \$10.00 charge for damaged putters