

# Rental Request Form



## Contact Information

Contact name\*: \_\_\_\_\_ Organization name: \_\_\_\_\_

\*Contact must be present during rental

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Rental Information

Date(s): \_\_\_\_\_ Day(s) of week: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_ Hours To/From: \_\_\_\_\_ / \_\_\_\_\_ (includes set-up/clean-up time)

Room requesting (fees listed on Page 2):

Program Rooms (max occupancy)

(Rooms 107/108 can be combined)

Community Room 104 (200)

Program Room 107 (40)

Kitchen

Program Room 108 (40)

## Rental Details

The following details require facility manager's approval:

Will there be any exchange of money and/or profits made during, or as a result of, this facility rental?  Yes  No

If yes, please explain: \_\_\_\_\_

Do you wish to serve alcohol at the rental\*?  Yes  No If yes, additional deposit detailed on Page 2.

Food catered - Name of caterer\*: \_\_\_\_\_  Entertainment - Name of entertainer\*: \_\_\_\_\_

Inflatable - Name of vendor\*: \_\_\_\_\_  Live or amplified music - Name of vendor\*: \_\_\_\_\_

Other \_\_\_\_\_ Name of company\*: \_\_\_\_\_

\*Certificate of insurance and other documents may be required

## Rental Needs

### Tables and Chairs

6' rectangle tables (seat 6) Quantity: \_\_\_\_\_

Refrigerator

5' round tables (seat 8) Quantity: \_\_\_\_\_

Oven/stovetop

Microwave

### Audio/Visual Equipment\*

Microphone/speaker

Projector/screen

\*Additional Fee detailed on Page 2

*I have read the Geneva Park District's policies and agree to abide by them or risk forfeiture of our facility rental and/or security deposit. As authorized representative of the above-named group/organization, I hereby request the use of park facilities as indicated and agree to the fulfillment of regulations and payments governing the use of these facilities as outlined in the Building Use Policy and the Park Code. As authorized representative of the above-named group/organization, I agree to personally coordinate and supervise the use of the facility to include set up, deliveries and cleanup. I further indemnify and hold harmless and defend the Geneva Park District and its officers, agents, servants, and employees from any and all claims resulting from injuries, damages and losses sustained by me or by my child/ward; and arising out, connect with, or in any way associated with the activities of any program(s)/rentals*

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

# Rental Request Form

710 Western Ave., Geneva, IL 60134 • Phone: 630-232-4542 • genevaparks.org



**Fees**

	<b>Geneva Park District Resident</b>	<b>Non-Resident</b>
<b>Security Deposit (flat fee)</b>	\$100.00	\$100.00
<b>Deposit for Rental with Alcohol</b>	\$500.00	\$500.00
 <b>Program Rooms</b>		
Rooms 107, 108		
Weekday	\$30.00	\$50.00
Weekend/Holiday	\$50.00	\$70.00
 <b>Community Room 104</b>		
Weekday	\$50.00	\$95.00
Weekend/Holiday	\$70.00	\$115.00
Kitchen (flat fee)	\$25.00	\$25.00
After Hours Rental Additional Fee	\$30.00	\$30.00
 <b>Audio/Visual Equipment</b>		
Projector, screen, microphone, speakers	\$50 flat fee plus credit card information	

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- \*All fees are per hour, unless otherwise noted.
- \*\*Non-profit organizations are eligible for 50% off resident rates. Proof of 501 (c)(3) status required.

Deposits are for protection against damage or unusual cleaning and cannot be applied to any fees that are due for the event rental. Deposits will be returned within two weeks of usage date if the facility is in the condition it was presented. Deposits will not be returned if rental party cancels 10 days or less prior to rental date. Credit card information required for Audio/Visual Equipment Rental. Additional charges may apply if equipment is damaged.

<b>Fees/Payment</b>	<b>Office Use Only</b>																																				
Room Deposit _____																																					
Liquor Deposit _____																																					
Room Fee _____ # of Hours _____ x Amount per Hour _____																																					
Kitchen Fee _____																																					
Police Officer _____																																					
Total Fees _____																																					
Method of Payment (Circle One)	Check – Check #: _____      Cash      Credit Card																																				
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Processed By: _____	Date: _____																																				

**Use the below space to draw a diagram of your desired room set-up.**

Amenities Available:      6' Rectangle Tables (seats 6 people, 20 tables available)  
                                     5' Circle Tables (seats 8 people, 20 tables available)  
                                     200 Chairs

**COMMUNITY ROOM 104**

Room Size 44ft X 64ft

Max Capacity 200



**ROOM 107**

Max Capacity 40

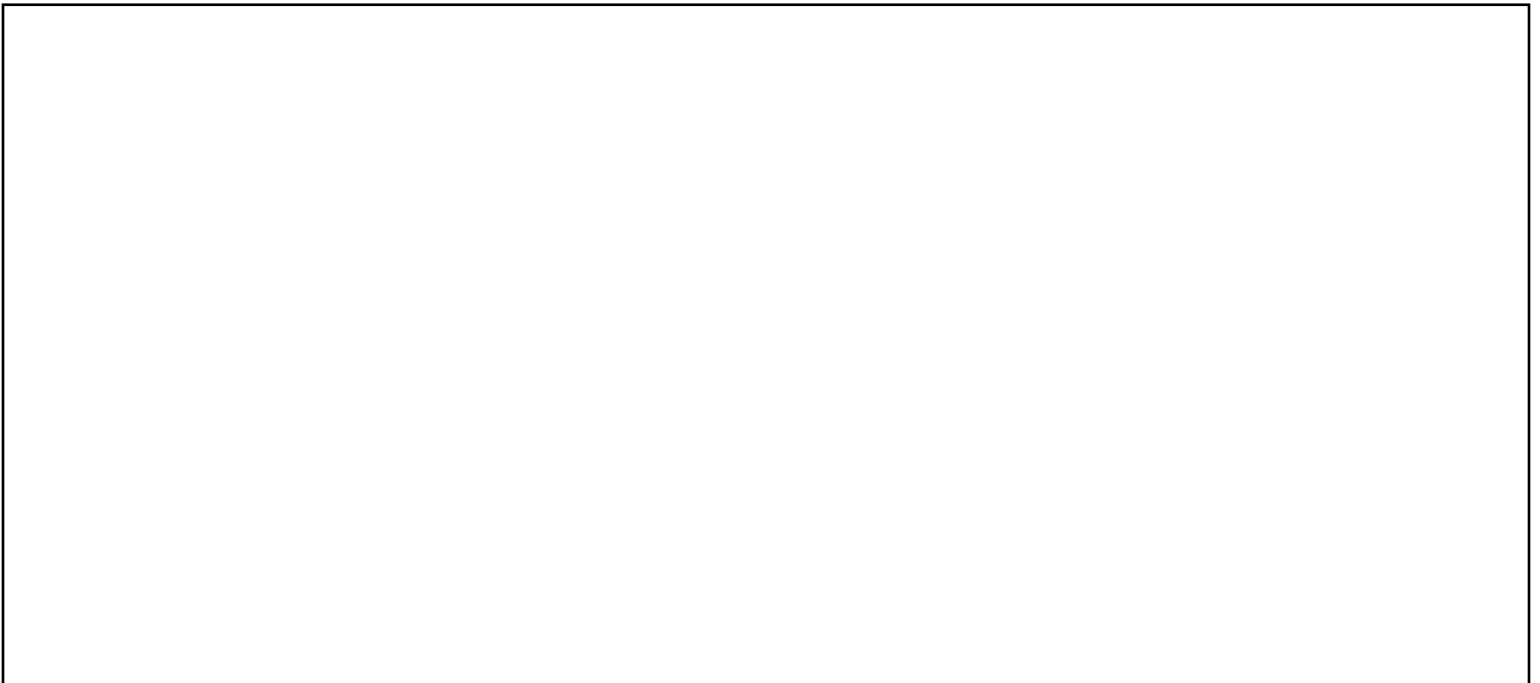
34ft X 20ft

**ROOM 108**

Max Capacity 40

34ft X 20ft

\*Rooms can be combined



## **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 physical 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 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) (including transportation services, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in the program(s)/activity(ies), and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity that my minor child/ward or I may sustain as a result of participating in any and all activities connected with or 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 on-line or via fax, my on-line 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.

**PARTICIPATION WILL BE DENIED** If the signature of adult participant or parent/guardian and date are not on this waiver.

## ROOM RENTAL POLICIES & PROCEDURES

### Reservation, Deposit & Payment

- ◆ Filing this request form DOES NOT automatically constitute approval of the facility, nor time requested. Please allow 3-5 working days for approval/denial.
- ◆ All rentals will be processed on a first-come, first-serve basis. Reservations will be taken no sooner than three (3) months in advance of the rental date.
- ◆ The Park District reserves the rights to reject any rental which it feels is not appropriate.
- ◆ The Park District reserves the right to modify the deposit and/or rental fees if deemed necessary based on the size or scope of the rental request.
- ◆ All requests will be reviewed and accepted/denied based on: park policy, nature of rental, and facility/staff availability.
- ◆ Renter filing request must be at least 21 years of age and must be in attendance the entire duration of the event.
- ◆ Rental is guaranteed when confirmed by Geneva Park District. Payment in full of all fees is required to secure rental at that time.
- ◆ Any renter who arrives early or stays beyond their scheduled time will be required to pay for additional time.
- ◆ The "rental period" is defined as the entire amount of the time during which the renter occupies the facility. **This includes time for set-up and take-down. Facility use will be the time designated on the application.** The Park District's clock shall be the official time. If the renter fails to show after one half hour of their rental, they will be judged as a "No Show" and the building/facility will be closed and staff sent home.
- ◆ The Geneva Park District shall not be liable for damages or its failure to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake, explosions, public disorder, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature.
- ◆ Room rentals are not permitted on any of the following holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day.
- ◆ If the renter would like to have alcohol during the rental, a police officer is required to be present during the entirety of the rental. An additional fee will be charged to the renter covering the officer's wage for the rental. This amount will be communicated to the renter the week before their rental, and additional payment will be required at that time.

### Security Deposit, Cancellation & Refund Policy

- ◆ A deposit of \$100 is required for all room rentals. An additional \$500 deposit is required if liquor is served. When filling out the request form, the exact time of arrival and departure must be stated. The security deposits will be returned provided there is no damage to the rented area, excessive cleanup required, and the scheduled hours of the rental were adhered to.
- ◆ Cancellations made 10 days or less prior to the rental date will forfeit the deposit.

- ◆ If the room is not left in satisfactory condition according to a post-rental checklist or staff reports, or you arrive prior to or stay longer than your approved rental time, the Geneva Park District may keep all or part of the deposit and/or charge an additional fee. The organization or renter shall assume liability for any damage done to the building, equipment or area being used and will be responsible for leaving the facility in satisfactory condition. The security deposit will be refunded if the facilities rented are found to be in acceptable condition as to cleanliness, timeliness and damage following the rental.

### Room Usage

- ◆ **The building, facilities or equipment shall not be used by any person(s), corporation or non-profit organization for private or business profit or gain.**
- ◆ Any materials/decorations brought in must be removed at the end of the rental. **No decorations may be taped or tacked to any wall, door, window, light fixture, drapes or any other surface in the room.**
- ◆ Any room/area rented must be left in the same condition as you found it. The Park District will remove the filled garbage can liners and replace them.
- ◆ **If the fire alarms are activated, the renter will be responsible for all costs incurred to reset the systems.**
- ◆ It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the Geneva Park District, City of Geneva and the State of Illinois in use of the facility.
- ◆ The Geneva Community Center is a multi-use facility. Please be aware that there may be other activities/programs/events taking place in the building during your rental. **Use of the facility by the renter and all parties present is confined to those areas rented and public restrooms only.** No other areas of the building may be accessed.
- ◆ Candles may not be used as decorations for any rental. Use of smoke/fog machines is not permitted.

### Insurance

- ◆ The Park District provides no health/accident insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance, signifying that they have sufficient insurance coverage.

### Food and Drink

- ◆ Renter may not bring alcoholic beverages onto Park District property unless liquor insurance has been purchased. Liquor liability insurance must be secured by the rental through eventhelper.com. Verification of purchase of liquor license is required within 7 days of securing rental date.
- ◆ A police officer will be secured for any rentals with alcohol, at the renter's expense.
- ◆ Kitchen use is confined to storage, heating and refrigeration of food only.
- ◆ All food and drink must be kept in the area being rented; participants may not carry food/drink to other areas of the building.

### Conduct and Supervision

- ◆ All renters and their guests are expected to act in an orderly fashion and are financially responsible for any damage occurring to the building, grounds or equipment.
- ◆ **Use by renters is confined to the rented room(s) only. Participants may not enter other areas/rooms in the building.**
- ◆ For any function, a competent adult (21 years of age or older) or chaperones must be provided by the renter for supervision. Park District staff will not act as chaperones. If the rental is a youth function, the renter must have 1 adult for every 10 youths under the age of 21.

- ◆ All rentals will be overseen by a Building/Rental Supervisor or Park District staff. They are empowered to restrict the group's misuse of the facility and protect Park District property from the renters and their guests due to conduct before, during, and after the rental time has expired. Should guests become unruly, the renter must assist the park staff in performing his/her duties. It is the responsibility of the renter to notify guests of the duties and authority of the supervisor/staff.
- ◆ A police officer will be on site for all rentals that include liquor.
- ◆ The Building/Rental Supervisors and Park District staff are not on duty to assist with the renter's activities.

### **Equipment**

- ◆ For room rentals, the Park District only provides tables and chairs. All other items must be supplied by the renter.
- ◆ The kitchen is available at an extra charge for warming and serving only.
- ◆ The Geneva Park District is not responsible for loss, theft or damage of personal property or equipment.

### **General Policies**

- ◆ Smoking is not permitted in Geneva Park District Facilities in compliance with the Illinois Clean Air Act.
- ◆ Smoking is not permitted within 15 feet of the building in compliance with the Smoke Free Illinois Act.
- ◆ The renter gives the Park District the right to pursue collection methods for bad checks, damages or additional time used, and agrees to pay for such methods.
- ◆ The renter and/or organization using this facility agrees to comply with the intent of the Americans with Disabilities Act and will not discriminate in any way against a person with a disability. All costs of doing so will be the responsibility of the organization or the renter.
- ◆ Not complying with these facilities usage stipulations will result in cancellation of the usage, even if the rental time has not expired, and forfeiture of all monies paid.
- ◆ Rates and policies are subject to change.

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