

# Rental Request Form & Agreement

930 N. River Road, North Aurora, Illinois • Phone: 630-897-1808 • [foxvalleyparkdistrict.org](http://foxvalleyparkdistrict.org)

## Event Information:

Requested Date: \_\_\_\_\_ Time: \_\_\_\_\_

## Contact Information:

Contacts Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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

Contact's Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Event Details:

Type of Event: \_\_\_\_\_

Expected Number of Guests: Adult \_\_\_\_\_ Children \_\_\_\_\_ Total \_\_\_\_\_

## Additional Comments:

Requested Room/Space	General Rates Per Hour		Non-Profit Rates		Number of Hours	Total
	Resident*	Non-Resident	Resident*	Non-Resident		
Acorn Room (Capacity 30)	\$40	\$50	\$35	\$45		
Maple Room (Capacity 40)	\$50	\$60	\$45	\$55		
Maple & Acorn Room (Capacity 75)	\$85	\$105	\$75	\$95		
Entire Facility (Includes Exhibits)	\$250	\$310	\$185	\$255		
Additional Items				Rate	Quantity	Total
Fire Pit (1 Bundle of Firewood included)				\$50	Flat Rate	
Additional Firewood Bundles				\$5		
After Hours Reservation**				\$50		

\*\*Any reservation time outside of Red Oak Nature Center's regular operating hours is considered after hours. An additional \$50/hour fee applies.

<b>Subtotal</b>	
<b>Refundable Deposit</b>	\$100
<b>Total</b>	
*To qualify for the resident/in-district rate, the renter must reside in Aurora, Montgomery, North Aurora or Sugar Grove.	



# Facility Rental Regulations

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## DEPOSIT & PAYMENT

- A \$100 deposit is required to secure the reservation.
- The reservation balance is due 14 days prior to the event date. Failure to pay the balance in advance will result in reservation cancellation.
- The deposit will be retained for contract violations including the facility left dirty, missing equipment, damage to any equipment or to facility.
- If damages exceed the amount of deposit, the rental will be billed accordingly. Deposits, less amount retained for damages, if any, will be processed within fifteen (15) business days following the rental.

## CANCELATIONS & REFUNDS:

- Cancellations must be made at least 14 days in advance of the event to receive a full refund.
- Cancellations made less than 14 days in advance forfeit the \$100 deposit.
- Cancellations made less than 7 days in advance forfeit the entire paid balance upon cancellation.

## FACILITY USE:

- A renter is responsible to see that all activities are properly controlled and supervised.
- The Renter shall be completely responsible for the behavior of all guests attending the event and for their prompt departure at the end of the stated facility use.
- No minor (under 18 years of age) will be permitted to use the building unless an adult supervisor is present during the entire rental.
- Adequate adult chaperones must be provided for guests less than eighteen years of age (one chaperone per every ten minors).
- An individual using the building will be expected to stay in the immediate area of the room they are renting
- Alcohol is prohibited in any park district facility or property unless authorized by permit, including parking lots.
- No person shall enter or remain on Park District property in an intoxicated condition.
- Smoking is prohibited in all park district facilities and in all parks or other areas owned or operated by or otherwise under the jurisdiction of the park district.
- Rice, confetti, or similar materials are not allowed inside or outside of the facility at any time.
- Lighted candles or open flames (with the exception of sterno cups) inside the facility requires approval from the facility manager.
- Please keep noise to a minimum. Renter may be asked to reduce noise level at our discretion. If compliance is not met, renter violates agreement of contract and may be asked to leave and lose future rental privileges and deposit.
- Renters are responsible for providing their own cables, cords, audio supplies and any other items not outlined in this contract.
- When renting the fire pit, one bundle with firewood is included with the reservation. Additional firewood bundles can be purchased for \$5 each when available. Requests must be submitted no less than 48 hours prior to the reservation.
- The parking lot for the Red Oak Nature Center also services the Fox River Trail and cannot be exclusively used for a facility reservation.

- There is a distance between the parking lot and the Red Oak Nature Center, if renter is bringing a large amount of items for their event it is recommended to bring a wagon to support bring them to the facility. Driving a vehicle closer to the facility is prohibited.

## FOOD AND BEVERAGE:

- Renters may provide their own food and beverages, or they may utilize professional caterers for their event. Professional caterers must provide their Health Department License and applicable insurance prior to the event date. Vendors that are unable to provide these documents will not be permitted.
- Renters are responsible for providing their catering, linens, dishes and catering supplies. Any equipment or decorations brought on site must be delivered and picked up within your reservation time.

## ALCOHOL:

- Alcohol is only permitted to guests ages 21 and up, and requires a \$100 alcohol fee. Special permitting may be required.
- Alcohol service must end 30 minutes prior to the end of the scheduled event.

## VENDORS:

- Please list all vendors that you will be using during your event. All vendors used for your event need to be submitted to Red Oak Nature Center 14 days prior to event to determine insurance requirements. Vendors such as, but not limited to, caterers, performers, equipment rentals will need to provide a certificate of insurance listing the Fox Valley Park District as an additional insured.

Entertainment: \_\_\_\_\_

Party Equipment: \_\_\_\_\_

Food Service: \_\_\_\_\_

Beverage Service: \_\_\_\_\_

Other: \_\_\_\_\_

## SET UP AND CLEAN UP:

- Fees include set up of tables and chairs providing a floor plan is submitted prior to the event date.
- The Fox Valley Park District will provide the following equipment with facility reservation:
  - o Chairs/Tables up to the maximum capacity for the room
  - o Garbage cans
- Renter is responsible for leaving the facility in the same condition it was found.
- Renter is required to place all trash in containers provided.
- Renters must remove all decorations and place them in the appropriate provided trash receptacles. This includes removal of all tape and hanging materials.
- The facility attendant will be provided a checklist to determine the cleanliness of the facility at the completion of the rental. Failure to comply will result in loss of deposit.
- Nothing may be stored on site without prior approval of the facility manager, additional fees will apply.

SIGNATURE OF RESPONSIBLE PARTY

DATE

FOX VALLEY PARK DISTRICT  
**Waiver of Liability**



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**WAIVER OF LIABILITY AND RELEASE OF CLAIMS**

For consideration of use of Fox Valley Park District property for a special use event, I recognize and acknowledge that there may be certain risks of personal injury and property loss arising from the event and I agree to assume the full risk of any injuries, including death, loss or damage of property from conducting the event.

I agree to waive and relinquish all claims I may have as a result of hosting the event.

I do hereby fully release and discharge the Fox Valley Park District and its Commissioners, agents, servants and employees from any and all claims from injuries, including death, damage or loss which may occur to participants through activities of conducting the event.

District reserves the right to require certificate of insurance for any event that increases the district's liability. If required the User shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the dates(s) and nature of the event no later than twenty-one (21) days prior to the event. If alcoholic beverages are being served or consumed, User must also provide proof of Dram Shop and Liquor Liability insurance. User's insurance shall be primary insurance as respects the District. Any insurance or self-insurance maintained by the District shall be excess of user's insurance and shall not contribute with it.

User's insurer shall agree to waive all rights of subrogation against the District.

District does not assume any liability for property damaged, lost or stolen on the District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the District from any and all losses, claims, suits or judgement or damages that user might sustain as a result of any and all activities connected with or associated with this Agreement.

I have read and fully understand the above details and Waiver and Release of all claims.

\_\_\_\_\_  
PRINT NAME OF RESPONSIBLE PARTY

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

\_\_\_\_\_  
NAME OF ORGANIZATION (IF APPLICABLE)

\_\_\_\_\_  
DATE

**OFFICE USE ONLY**

**RECEIVED BY:** \_\_\_\_\_

- Deposit Received
- Contract Signed
- Final Payment Received

**STAFF SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_