

# THE WILDS AT RED OAK

## Event Rental Agreement

Reservation Availability
<b>May, September &amp; October</b> Monday-Sunday: 10 a.m. to 10 p.m.
<b>June - August</b> Monday-Friday: Not Available Saturday/Sunday: 10 a.m. to 10 p.m.

### Event Information

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

\*Rentals are booked in time blocks between 4- 8 hours.  
 All time must include setup and tear down.

### Contact Information

Contact's Name \_\_\_\_\_

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

Contact's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Cell Phone Number \_\_\_\_\_ Main Contact Date of Birth \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

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

### Event Details

Type of Event (i.e. birthday, reunion, picnic, graduation): \_\_\_\_\_

Expected Number of Guests (Maximum Guest Count 150): Total \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rental Packages	Resident*	Non-resident	Quantity	Total
4-Hour Rental	\$600	\$800	Flat Fee	\$
6-Hour Rental	\$900	\$1,200		\$
4-Hour Rental (Non-profit)	\$575	\$775		\$
6-Hour Rental (Non-profit)	\$875	\$1,175		\$
Additional Items		Price	Quantity	Total
Additional Time (Two Hour Maximum)		\$150/hr(R) \$200/hr(N)		\$
White Round Linens		\$17/each		\$
Alcohol Fee		\$100	Flat Fee	\$
Fireplace		\$100	Flat Fee	\$
			<b>Refundable Deposit</b>	<b>\$250</b>
			<b>Total</b>	\$

\*Residents are those who live in Aurora, Montgomery, North Aurora, or Sugar Grove.

## DEPOSIT & PAYMENT

- A \$250 damage deposit is required to secure your reservation.
- Payment of the deposit can be made online.
- The balance of the payment is due via check or credit card 14 full days prior to the event.
- Failure to pay the balance in advance will result in reservation cancellation.
- Violation of any guidelines listed below may result in forfeiture of deposit.

## CANCELLATION POLICY

- Cancellations must be made at least 14 full days in advance of the event to receive a full refund.
- Cancellations made less than 14 days in advance forfeit the \$250 deposit.
- Cancellations made less than 7 days in advance forfeit the entire paid balance upon cancellation.

## VENDOR GUIDELINES

- All vendors that will be used for your event will need to be submitted to the Fox Valley Park District in order to determine insurance requirements.

## CATERING

- Caterers staying on-site must meet with the venue representative and provide the following:
  - Certificate of Insurance with the following requirements:
    - › Fox Valley Park District (101 W. Illinois Ave., Aurora, IL 60506) must be listed as the certificate holder
    - › Fox Valley Park District must be listed as additionally insured, with proof of general and auto liability if driving into the park.
    - › A minimum of \$1,000,000 of coverage
  - Copy of Health Department license (if preparing food on-site)
  - Day-of schedule (arrival time, serving time, service duration, etc.)
  - Space requirements, special needs, and layout
  - Adequate amount of staff based on guest count
- Catering will have access to the venue beginning at the start of the reservation start time.

## ALCOHOL/BARTENDING

- The renter must hire a licensed, insured and basset certified bartending service vendor. Self-serving is prohibited.
- Bartending services must discuss requirements with and provide the following to the Fox Valley Park District:
  - Certificate of Insurance with the following requirements:
    - › Fox Valley Park District (101 W. Illinois Ave., Aurora, IL 60506) must be listed as the certificate holder.
    - › Fox Valley Park District must be listed as additionally insured, with proof of general and auto liability if driving into the park.
    - › A minimum of \$1,000,000 of coverage
    - › Dram Shop/Liquor Liability coverage
  - Bartenders must be BASSET certified.
  - Day-of schedule (arrival time, serving time, service duration, etc.)
  - Space requirements, special needs, and layout
  - Adequate amount of staff/bartenders based on guest count
- After service is complete, bartending service is responsible for breaking down bar area. Bar area should be left in the same condition as found.

# Event Rental Agreement

- A representative from bartending service must remain on-site until all drink service is complete and all related items are removed from the venue.
- Alcohol service must end 30 minutes prior to the end of the scheduled event.
- Alcohol is only permitted to guests ages 21 and older.
- All alcohol must be removed at the conclusion of the event. Any items left, will be disposed.

## ENTERTAINMENT

- Entertainment must discuss requirements with and provide the following to the Fox Valley Park District:
  - Certificate of Insurance with the following requirements:
    - › Fox Valley Park District (101 W. Illinois Ave., Aurora, IL 60506) must be listed as the certificate holder.
    - › Fox Valley Park District must be listed as additionally insured, with proof of general and auto liability if driving into the park.
    - › A minimum of \$1,000,000 of coverage
- Space requirements, special needs, and layout.
- Music is allowed until 10 p.m. Starting at 9:30 p.m. the volume must be lowered.

Please list any vendor that you will be using during your event. All vendors used for your event need to be submitted to the Fox Valley Park District 14 days prior to your event to determine insurance requirements.

Entertainment:	Other:
Food Service:	
Beverage Service:	

## DECORATIONS

- Fox Valley Park District will not provide decorations.
- No permanent or damaging changes may be made to the venue (i.e. nails, tape, or staple guns).
- Confetti, fake flower petals, and rice are not allowed.
- All decorations must be removed at the conclusion of the event. Any items left will be disposed.
- Smoke/fog machines and fireworks are prohibited.
- Real candles and sparklers are allowed with prior approval.

## ARRIVAL/DEPARTURE

- Access to The Wilds begins at your contracted rental start time.
- Occupying the space before/after your contracted rental time, may result in additional time being charged.
- Please ensure the reserved area is cleaned up, garbage is placed in the garbage cans and the area is vacated by guests at the conclusion of the event.
- Items including decorations, alcohol or other event materials may not be left outside of the reserved event time and will be disposed of.
- Amplified music or use of a loud speaker must have prior approval from the Facility Manager. Music and speaker usage is not permitted after 10 p.m.
- Arrival of vendors outside of rental hours will result in additional charges.

## SAFETY REMINDERS

- Vehicles are not permitted on trails and grassy areas.

# Event Rental Agreement



- The Fox Valley Park District is not responsible for lost/stolen items.
- The Fox Valley Park District is not responsible for monitoring nor reporting approaching weather systems to its Renters nor to participants and spectators at events held on District property. All risk of injury or death from weather-related conditions that may arise is expressly assumed by Renters, participants, and spectators.
- Only service dogs are allowed inside the venue, all other animals are prohibited.

**This agreement must be signed and submitted to secure your reservation. I agree to abide by all terms and conditions set forth this document, and that failure to adhere to these regulations will incur financial penalties and possible legal action.**

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.

**Contact's Name** \_\_\_\_\_

**Contact's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_