

THE WILDS AT RED OAK

Event Rental Agreement

Reservation Availability
May, September & October Monday-Sunday: 10 a.m. to 10 p.m.
June - August 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.

Renter's Information

Renter's Name _____

Organization Name (if applicable) _____

Renter's Address _____

City _____ State _____ Zip _____

Cell Phone Number _____ Renter's Date of Birth _____

Email _____

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	\$800	\$1,000	Flat Fee	\$
6-Hour Rental	\$1,200	\$1,500		\$
4-Hour Rental (Non-profit)	\$775	\$975		\$
6-Hour Rental (Non-profit)	\$1,175	\$1,475		\$
Additional Items	Price		Quantity	Total
Additional Time (Two Hour Maximum)	\$150/hr(R) \$200/hr(N)			\$
Table Cloths	\$20/each			\$
Alcohol Fee	\$100		Flat Fee	\$
Fireplace	\$100		Flat Fee	\$
			Refundable Deposit	\$250
			Total	\$

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

Office Use Only

Deposit Paid On: _____

Final Balance Due On: _____

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 14 days prior to the rental 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.

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ALCOHOL

To adhere to permit requirements, all alcohol rules are strictly enforced.

- All guests must adhere to state and local laws governing alcohol use.
- All alcohol must be served by a BASSET-trained and insured bartending service.
- No alcohol self-service, shots, or open bottles at tables. All toasts must be poured by bartending staff.
- Alcohol brought in outside the rental time will be removed from the premises by Rental Staff.
- Alcohol must stay at the venue and patio area. Alcohol is prohibited in public park areas including but not limited to the parking lot, trails, boardwalk, playground and walkways.
- Alcohol service must end 30 minutes prior to the end of the scheduled event.
- Alcohol is only permitted to guests ages 21 and older.
- The renter assumes liability for alcohol service and consumption.
- Renters are responsible for providing all of the alcohol for the event, either purchasing it themselves or having their caterer/bartender provide it.
- At any time, if the bartender or venue representative deems alcohol consumption to be excessive, the Fox Valley Park District staff has the right to close all alcohol service and/or evict any intoxicated guest from the premises.
- All alcohol must be removed at the conclusion of the event. Any items left will be disposed.

SMOKING

By the direction of the Executive Director, smoking is permitted during private rentals at The Wilds at Red Oak in designated areas only. In all other areas of the park, smoking is strictly prohibited.

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. All decorations must be approved 14 days prior to the rental date.
- No permanent or damaging changes may be made to the venue (i.e. nails, tape, or staple guns).
- Confetti, fake flower petals, cold sparklers, stage foundains, 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, cold sparklers, and fireworks are prohibited.
- Real candles are allowed with prior approval. Hand-held sparklers may be used outdoors only.
- Tents and inflatable bounce houses/moon jumps are prohibited.

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ARRIVAL & DEPARTURE

- Access to The Wilds begins at your contracted rental start time.
- Occupying the space before/after your contracted rental time, will 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 rental.
- Items including decorations, alcohol or other event materials may not be left outside of the reserved event time and will be disposed of.
- 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.
- 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.

Please note: Rental of The Wilds at Red Oak does not include exclusivity to Red Oak Nature Center. Other areas of the park may be used by Fox Valley Park District or another renter at the discretion of the Facility Manager.

This agreement must be signed and submitted to secure your reservation. I agree to abide by all terms and conditions set forth in 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.

Renter's Name _____

Renter's Signature _____ **Date** _____