



At the Heart of Community

FACILITY RENTAL / BIRTHDAY PARTY REQUEST APPLICATION

SPACE REQUESTED (MAXIMUM CAPACITY IN PARENTHESES)

PAULUS PARK - 200 S. RAND RD. BUFFALO CREEK - 675 OLD MILL GROVE RD. CHALET - 160 S. RAND RD.

Barn Lobby (70)

A1 Room (15)

Dance Studio (20)

Chalet is rented upon special request and booked on a limited basis as availability allows.

A2 Room (30)

A3 Room (15)

BIRTHDAY PARTY REQUEST

Dance Party Magic Party Balloon Animal Party DJ Party

1 Date of Rental _____ (S) (M) (T) (W) (T) (F) (S) Arrival ____:____ Departure ____:____

2 Contact _____ Cell _____ Home _____

3 Street Address _____ City _____

4 E-Mail Address _____ Date of Birth _____

5 Purpose of Rental _____

6 Expected Attendance _____ **Will Alcohol Be Served?** Yes No (If yes, see policy 11)

7 Please describe any material, literature or equipment you will supply for your group:

8 Americans with Disabilities Act Special Needs: Yes No (If so, please specify)

9 Will there be an admission charge/donation? Yes No (If so, how much and why?)

ADDITIONAL FACILITY RENTAL

Tables = \$5 (per) | Chairs = \$5 (for 5 additional chairs)

of Chairs _____ # of 6 ft. Tables _____

FACILITY RENTAL POLICIES

Please read all Facility Rental Policies before submitting application

1 The Lake Zurich Park and Recreation Department reserves the right to cancel any reservation. The Lake Zurich Park and Recreation Department shall endeavor a 72 hour notice in the event a reservation is required to be canceled.

2 All rental requests must be made a minimum of two weeks in advance.

3 Full rental payment must be received at the time of your reservation – Cash, credit card, or personal checks are accepted.

- 4 All materials/decorations brought in must be removed after your rental.

- 5 All trash and garbage must be placed in appropriate receptacles.

- 6 Smoking is not permitted in any of the Village of Lake Zurich's facilities.

- 7 Persons applying for rentals must be 21 years of age.

- 8 Groups with youths under the age of 18 must have one adult over age 21 for every 10 youths (this may vary for the Splash Bash based on the age of the participants and activities). Any group which does not have adequate supervision or fails to maintain discipline will be asked to leave.

- 9 Proof of liability insurance may be required by the Village of Lake Zurich.

- 10 No individuals or groups may use the Village of Lake Zurich's facilities with the purpose of private monetary gain or fundraising without special permission from the Recreation Director.

- 11 No alcoholic beverages of any kind are permitted in the facilities unless you have approval from the Recreation Director and meet the following requirements:
 - a) pay a non-refundable fee per event to allow your party to be added to the Village of Lake Zurich's insurance policy as an additional insured.
 - b) by providing a Certificate of Insurance. This Certificate must be for \$2,000,000 Host Liquor Liability with the Village of Lake Zurich added as an additional insured through the homeowner's insurance.
 - c) by providing your local liquor license from Village Hall Village Hall, 70 E. Main Street (\$50). Your reservation form will indicate whether alcohol is permitted or not. If underage drinking is going on, staff will be required to contact the police.
 - d) further information on obtaining a liquor license can be found at lakezurich.org/liquor. Please note that alcohol is prohibited on Village beaches.

- 12 Facility rentals include rooms and not adjacent grounds.

- 13 A period of 15 minutes prior to rental start time is provided to customer for set-up and 15 minutes after end time for clean up at no charge. Additional facility set-up time will be charged at the hourly rental rate.

- 14 The Village of Lake Zurich needs to approve all equipment used in/on all Village of Lake Zurich property.

- 15 Contact person or organization officials must be present during rental.

- 16 All facility rental fees include a maximum of 8 tables and 50 chairs.

- 17 All requests are on a first come, first served basis. The fees for the rental is required to be paid in full when submitting an application. Additional deposit may be required, depending on the nature of the rental. Renter is responsible for the cost of additional damage expenses.

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- 19 All facilities need to be locked securely upon leaving.

- 20 In an emergency, please call the non-emergency police at 847-438-2349 or 911.

CANCELATION POLICY

If you need to cancel your rental, please contact us immediately. Cancellations made within 15 days of the rental date will receive the full amount of the rental fee refunded less a 10% service charge (minimum \$5, maximum \$15) with a full refund of your deposit. If a cancellation is made with less than 15 days notice, the Park and Recreation Department will retain the rental fee and deposit; this includes reservations made less than 15 days from the rental date. In the event of inclement weather (lightning, thunder, etc.), reservations will be given a full refund or transferred to an alternate date.

RENTAL CATEGORIES & HOURLY RATES

R = Resident NR = Non-Resident CR = Civic Resident CNR = Civic Non-Resident

	R	NR	CR	CNR
Facility Rooms (min of 2 hours)	\$60/hr	\$95/hr	\$30/hr	\$47.50/hr
Dance Party (for 10 people*)	\$160	\$160	N/A	N/A
Magic Party	\$275	\$275	N/A	N/A
Balloon Animal Party (for 15 people**)	\$225	\$225	N/A	N/A
DJ Party	\$400	\$400	N/A	N/A

* Price is for up to 10 people. There is a fee of \$15 for each additional child. Fees do not include food.

** Price is for up to 15 guests. There is a fee of \$15 for each additional child. Fees do not include food.

RENTAL GROUP CATEGORIES

Resident:

Individuals residing within the Village of Lake Zurich whose usage is not intent on making a profit or charging a donation (parties, showers, receptions, social events).

Non-Resident:

Individuals not residing within the Village of Lake Zurich whose usage is not intent on making a profit or charging a donation (parties, showers, receptions, social events).

Civic-Resident:

Non-profit groups, civic organizations, governmental units, etc. whose usage is not intent on making a profit or charging a donation (church groups, scouts, homeowners' associations, SAA). There is a maximum of 3 hours for rentals by civic organizations.

WAIVER AND RELEASE OF ALL CLAIMS

The undersigned participant agrees to obey all Village of Lake Zurich rules and regulations, as well as Village of Lake Zurich employees.

As a user of this facility, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including death, damages or loss which I, or any of my guests may sustain as a result of participating in any and all activities connected with or associated with use of stated facility. I do hereby fully release and discharge the Village of Lake Zurich and its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained during the use of stated facility. I have read and fully understand the above details and waiver and release of all claims.

I have read the Village of Lake Zurich's policies and agree to abide by them or risk forfeiture of our facility rental or security payment.

Signature of Applicant

Date

Mastercard

Visa

This section must be filled out if using MC or VISA

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Cardholder Name _____

Expiration Date _____ Amount of Charge \$ _____

Authorized Signature _____

OFFICE USE ONLY

Paid Date _____ Amount _____

Facility Fee _____ Hours x \$ _____/hr = _____

Add. Tables/Chairs _____ = _____

Other Charges _____ = _____

Total Owed = _____

Recreation Supervisor/Director _____

Approved Disapproved Date _____

Alcohol Permit Provided

Certificate of Insurance Provided

Special Event Application Yes No

Outlook Calendar _____

Calendar _____

Rectrac _____