

# PAULUS PARK

# PAVILION & FIELD

PLEASE NOTE, PICNIC TABLES ARE ONLY AVAILABLE AT PAULUS PARK DRIVING IN OUR PARKS IS STRICTLY PROHIBITED FOR ANY REASON

## PAVILION RENTALS

- Woodland Trails Pavilion - 200 S. Rand Rd
- Playground Pavilion - 200 S. Rand Rd
- Center Stage Pavilion - 200 S. Rand Rd
- Lakeside Pavilion - 200 S. Rand Rd
- Paulus Park Stage - 200 S. Rand Rd

## FIELD RENTALS

- Braemar Park - 608 Chesterfield Ln
- Bristol Trails Park - 1130 Bristol Trails Rd
- Buffalo Creek Park - 675 Old Mill Grove Rd
- Chestnut Corners/Hunters Creek - 1235 Pheasant Ridge Dr
- Countryside East Soccer - 683 Old Mill Grove
- Countryside West Soccer - 1200 Deerpath
- Manor Park - 5 Miller Rd
- Old Mill Grove Park - 285 Old Mill Grove
- Orchards Park - 567 Lawrence
- Staples Park - 510 Red Bridge Rd
- Wicklow Ball Field - 815 March Street
- Wicklow West Park - 1154 O'Malley Street
- Zurites Park - 71 Pleasant

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 13)

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

\* Lake Zurich Residents Only; it is not permissible for Non-Residents to secure a liquor license.

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?)

## WILL YOU BE USING SPECIAL EQUIPMENT?

Yes  No (If so, please specify) \_\_\_\_\_

The Village does not supply special equipment. You must request permission & obtain a certificate of insurance naming Village of Lake Zurich as an additional insured to use special equipment on Village property. The use of generators and other noisy equipment is prohibited. Water is not available at any of the parks. **TENT PERMITS/FEES ARE APPLICABLE**

## FACILITY RENTAL POLICIES

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*Please read all Shelter and Field Policies before submitting application*

- 1** The Lake Zurich Park and Recreation Department reserves the right to cancel any reservation for the use of an athletic field if it is needed for the use of a Lake Zurich affiliated youth or adult league. The Lake Zurich Park and Recreation Department shall endeavor a 72 hour notice in the event a reservation is required to be canceled.

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- 2** Reservations are on a first-come, first-served basis. Applications are accepted in January for the current year only. No reservations are taken over the phone. Availability may be checked by calling 847-438-5146 x1. No dates can be reserved until the park usage application has been submitted, paid in full and approved by the Recreation Director. Sheltered pavilions include 5 picnic tables at Paulus Park shelters only. Any additional picnic tables needed must be brought in or you can use any unused picnic tables around the park. All other parks, please stop out to your site prior to the rental as no additional tables will be brought out.

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- 3** The applicant is required to be at least 21 years of age and must remain on-site at all times during the use period. The renter must produce their receipt upon request by Police or Park and Recreation personnel and shall be responsible for the conduct of their group and maintenance clean-up at the end of their rental. Please note that if you should have any issues at the shelter rental (outside of business hours Monday-Friday), please keep the beach phone number of 847-540-5067 on hand as a manager can help to assist you on the weekends (June-July).

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- 4** The Village of Lake Zurich needs to approve all equipment used on Village property. Certificate of insurances are needed for tents, catering and any special equipment brought onto Village property. This certificate of insurance must be for at least \$1,000,000 coverage in commercial general liability insuring the Village of Lake Zurich as additional insured and yourself. Please note that additional equipment approved to be used at your rental that needs to be staked down into the ground requires the applicant to contact JULIE (Call 811 OR 1-800-892-0123 to place a local request) for locates (may require you to be on site for locate of your shelter site).

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- 5** Fires are only permitted in the shelter grill. Bonfires are not allowed in the park or on the beach. Charcoal is only to be used in the grills provided at the shelter. Gas and propane grills are allowed. The grills base must be at least 24 inches from the surface on which it rests; grills are not permitted on picnic tables. Coals must be thoroughly extinguished, cooled and disposed of in disposal receptacles NOT garbage cans. All fires must be carefully supervised and extinguished before the group leaves the site.

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- 6** All Village of Lake Zurich park rules apply to rentals. No fireworks allowed at any time. No vehicles are allowed in any of our parks (park pathways, grass, etc.) except for the parking lots. Driving through the park even down to your shelter is prohibited (all supplies for your rental including catering, tables, chairs, grills, etc. must be brought down by hand). Smoking is not permitted in the Village of Lake Zurich facilities. All trash and garbage must be placed in appropriate receptacles. No glass of any kind is allowed on park grounds.

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- 7** For parks near the water, swimming is only allowed in the designated beach areas when a lifeguard is on duty. Group swim information can be obtained at the office.

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- 8** Fishing is allowed on Lake Zurich. Anyone over 15 years old requires an Illinois fishing license.

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- 9** Loudspeakers, public address systems, musical instruments, bands or amplified equipment are not allowed without the permission of the Park and Recreation Department.

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- 10** Any violation of the park rules and regulations, Park and Recreation or Village ordinances, shall be just cause for immediately revoking the reservation and may be cause for future denial for use of shelter. This includes area being cleaned up at the end of the event.

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- 11** Groups with youth under the age of 18 must have one adult over age 21 for every 10 youths. Any group which does not have adequate supervision or fails to maintain discipline will be asked to leave.

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- 12** Proof of liability insurance may be required by the Village of Lake Zurich. Organized athletic leagues renting the fields will be required to provide the Village of Lake Zurich with a copy of their certificate of insurance, a league schedule and a copy of the team roster (if applicable) prior to league play. Payment of fees must be made prior to any scheduled league games.

- 13** No alcoholic beverages of any kind are permitted in the facilities or on the grounds unless you have approval from the Recreation Director and meet the following requirements (**LAKE ZURICH RESIDENTS ONLY**):
- 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 or see section b below.
  - 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 or renter's insurance.
  - c) by providing your local liquor license from 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.

**14** Renter must begin their party set up at their scheduled reservation time. Place all refuse in garbage cans prior to your reserved ending time as no additional clean up time is allowed. Each Paulus Park shelters have 5 picnic tables – Any additional tables needed must be brought in or you can use any unused picnic tables around the park.

**15** Only certain parks have restroom facilities or portable toilets during the summer season. Paulus and Breezewald parks have indoor restroom facilities on the park property (on a locked timer opened dawn to dusk).

**16** Leashed dogs are welcome to use park pathways, except as posted for special events or conditions. Please care for your pet: A \$250 fine will be assessed for individuals who do not clean up after their dog. A \$500 fine will be assessed for dogs that are off leash. Please refrain from feeding wildlife.

**17** Any custodial service required over and above the group's normal clean-up will be charged at the rate of \$25 per hour.

**18** In an emergency, please call the non-emergency police at 847-438-2349 or 911. If your shelter rental is during the week from 8:30am-4pm and you experience any issues you need assistance with, please contact the Barn at 847-438-5146. If your rental is on the weekend and you need assistance, you may contact the Beach Manager as early as 10am (during regular season hours or 12pm for pre/post season hours) at 847-540-5067 for assistance.

**19** In the event of inclement weather (lightning, thunder, etc.), reservations will be given a full refund or transferred to an alternate date. No rain dates can be made in advance. The Village of Lake Zurich reserves the right to cancel athletic field reservations in the event of wet weather conditions that could result in damage to turf areas. Any rescheduled reservations **MUST** be cleared through the Park & Recreation department to avoid conflicts.

## CANCELTION 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 cancelation is made with less than 15 days notice, the Park and Recreation Department will retain the rental fee and refund; this includes reservations made less than 15 days from the rental date.

## RENTAL CATEGORIES & HOURLY RATES

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

	R	NR	CR	CNR
Shelter Rental under 100 people	\$90/day	\$125/day	\$45/day	\$62.50/day
Shelter Rental over 100 people	\$120/day	\$175/day	\$60/day	\$87.50/day
Field Rentals (up to 3 hours)	\$50/day	\$70/day	\$25/day	\$40/day

- Shelter rentals for 100+ people require both Park Advisory Board and Village Board approval.

- Events such as weddings, races, etc. may be subject to park use fees which vary from \$400-\$600 per day.

