



**2021 Rental Application
The Dance Hall at Viking Park
4374 Old Grand Ave, Gurnee, IL**

Date: _____

Reservation #: _____

Renter / Organization Name: _____

Address: _____ **City / Zip:** _____

Phone: _____ **Email:** _____

Contact Name: _____ **Phone:** _____

Rental Date Requested: _____ **Event Type:** _____

Start Time of Rental: _____ **End Time:** _____ **Total Rented Hours:** _____

Number of Guests Expected: _____ **Max Capacity:** Reception Style 160 or Theater Style 186

About Your Event - Check all that apply

- Will you be serving alcohol? (Certificate of Insurance Required)
- Will you be hiring a caterer? (Certificate of Insurance Required)
- Will you be hiring a DJ? (Certificate of Insurance Required)

Availability:

Monday-Friday: Call for Hours
Saturday: 9:00am – 1:00am
Sunday: 10:00am-10:00pm

Set-up, decorating and clean up time for your rental must be included within the hours listed

Regular Rate: Maximum seating for 160/186 guests (4hr minimum)	Resident	Non Resident
Security Deposit	\$400.00	\$500.00
Hourly Rental Fee	\$200.00	\$300.00
Reduced Rate: Maximum seating for 48 guests (4hr minimum)		
Security Deposit	\$200.00	\$300.00
Hourly Rental Fee	\$100.00	\$200.00
Enhancements:		
Changing/Storage Area	\$50.00	\$50.00
Summer Kitchen (Outdoor Ceremony or Cocktail Hour; April - October)	\$200.00	\$200.00
Sound System / Microphone / Podium / Screen	\$75.00	\$75.00

Included with the Venue:

On-Site Attendant, kitchen with warming cabinet, refrigerator, stove and microwave, bar area with automatic ice machine and beverage cooler, wood floors, white padded chairs, 60" round tables, 8' / 6' / 4' rectangular tables, 32" round high top tables, Wi-Fi access, coat racks and parking.

For more information, contact Mary Lester at 847-599-3745 or MLester@GurneeParkDistrict.com

For Office Use Only	
Check ID	<input type="checkbox"/> _____
Contract Signed	<input type="checkbox"/> _____
Entered into RecTrac	<input type="checkbox"/> _____
Work Request	<input type="checkbox"/> _____
Liquor License (if, needed)	<input type="checkbox"/> _____
COI (if, needed)	<input type="checkbox"/> _____

Resident / Non-Resident	Paid
Security Deposit \$ _____	<input type="checkbox"/>
Room Rental \$ _____	<input type="checkbox"/>
Enhancements \$ _____	<input type="checkbox"/>
Total \$ _____	<input type="checkbox"/>
Deposit Refunded \$ _____	<input type="checkbox"/>

The Renter must be 21 years of age or older, host the event and be present at the event until its conclusion.

At the time of reservation, proof of residency must be provided, the application filled out in full and security deposit paid. The Security Deposit is in addition to the hourly rental fees. The Gurnee Park District reserves the right to keep part or all of the security deposit in the event the renter and or participants fail to comply with the established guidelines, if damage has occurred or the room was not sufficiently cleaned.

Please include set-up, decorating and clean up time when planning your reservation.

Checks should be made out to Gurnee Park District. VISA, MasterCard and Discover accepted. All fees are due 30 days prior to your event.

The 160/186 guest maximum must be adhered to. Surpassing the maximum will result in the event being closed and guests will be asked to leave the premises.

The Renter is responsible for cleaning up after the event including any items related to decorating the Hall. Leave the Hall in the same condition as given. Please remove all personal property prior to the end of rental including all rented equipment, decorations, food and alcohol.

The Renter agrees to assume full responsibility for any damages to the premises, furniture, fixtures and equipment. Any damages and/or excessive clean-up expense will be billed to the renter.

Nails, staples, tacks, hooks or clear adhesive tape may not be used to hang decorations on the walls. Command Hooks, fishing line and blue painters tape are recommended. Please ask your on-site attendant to provide a ladder if needed. **Confetti, glitter, sparklers, fog or smoke emitting devices, pyrotechnics or "stage props" used for special effects are not allowed inside the Hall.**

No parked or standing cars are allowed in the circle drive after unloading. Service providers are allowed to deliver and pick up at the west and/or north entrance. Please coordinate deliveries during your reservation time only. Vehicles are not allowed on walk paths for any reason including loading and unloading.

The Hall may be rented by the hour with a four hour minimum. Hourly fees and Hall availability include decoration, event and cleanup. Monday-Friday (call for hours), Saturdays 9am-1am and Sundays 10am-10pm. Refunds will not be given for any unused time.

Entertainment should end and clean up during your reservation time. Staying beyond the approved end time will result in a fee of the hourly rate plus \$50. Additional time cannot be requested or purchased the day of your event.

Alcohol is permitted with proper Host Liquor Liability Insurance through **TheEventHelper.com** listing Gurnee Park District as additionally insured; and a permit issued by the Gurnee Park District. Alcohol is not allowed outdoors or in the park area. Individuals who have been issued permits assume the responsibility of containing alcohol consumption inside the Hall. A certificate of insurance must be provided no later than 30 days prior to the rental date. A B.A.S.S.E.T. Certification is required for anyone working behind the bar and a certified bartender must be hired for events of 100 in attendance that are consuming alcohol; a copy of their certification must be turned in 2 weeks prior to the rental date.

Gurnee Park District is not responsible for lost, stolen or damaged personal items or personally rented equipment. An on-site attendant will assist you with general questions and facility related needs, perform general clean-up during the event, enforce rules and policies of Gurnee Park District, take down tables and chairs at the start of your clean up time and close the building. Any issues that cannot be resolved by the content of this contract shall be resolved at the sole discretion of the Gurnee Park District.

Cancellations must be in writing and made at least 30 days prior to the reserved date to receive a full refund minus a \$25 administrative fee. Cancellations made less than 30 days prior, will forfeit their security deposit.

Initial

**GURNEE PARK DISTRICT - FACILITY RENTALS
WAIVER, RELEASE, INDEMNITY AND HOLD HARMLESS**

PLEASE READ THIS FORM CAREFULLY.

The terms "facility" or "premises" means any and all real property, machinery, equipment, and apparatus, and any other fixtures and appurtenances contained thereon.

The term "equipment" means any and all personal property, including but not limited to sporting goods and equipment, rented to me in relation to the use of the Park District premises.

In consideration for the Park District permitting me to rent, lease and/or reserve all or any portion of the premises and equipment described herein, and as a condition of such rental, lease or reservation, I agree that I:

- Have read, fully understand and will comply with all facility and equipment rules;
- Knowingly and voluntarily assume the risk of participating in any and all activities on the premises.
- Recognize that my use of the premises or certain equipment may require strenuous exertion, carry the potential for bodily contact or may be characterized as "hazardous recreational activity", and carries with it certain inherent risks of injury, death and damage to real or personal property;
- Have inspected the premises and equipment and have found it to be in a safe condition for the activities which I intend to conduct thereon;
- Knowingly and voluntarily waive, release and discharge the Park District and its officers, agents, employees, volunteers and independent contractors (collectively, the "Released Parties") from any and all claims for injuries, damages or loss, of any kind or severity whatsoever, which I might sustain as a result of participating in any and all activities on the premises by reason of the nature of such activities or the physical condition of the premises; and
- Shall indemnify, defend and hold harmless the Released Parties from any and all claims for injuries, damages or loss, of any kind or severity whatsoever, which might be sustained as a result of my participation in any and all activities on the premises by reason of the nature of such activities, the physical condition of the premises or the nature or lack of supervision.

In the event of accident, injury, or sudden illness, I authorize needed medical treatment by a physician and/or hospital selected by the Park District.

I understand that digital images/video may be taken during Park District activities or on Park District property and I give my permission to you to use such images in print or digital media, including the Internet, to promote the Park District.

I have read and fully understand the above important information, assumption of risk, waiver, facility rules, guidelines & regulations, and release of all claims and indemnification. I further understand that any advisements or warnings of the particular risks of the subject premises or the facilities thereon are incorporated by reference into and become a part of this agreement.

APPLICANT: _____
(Print Name)

SIGNATURE: _____
(Signee must be at least 21 years old)

DATE: _____
