



**2022 Rental Application
Summer Kitchen 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: Sunset** **Number of Guests Expected:** _____

About Your Event - Check all that apply

- Will you be setting up a temporary structure? (Certificate of Insurance Required)
- Will you be hiring a caterer? (Certificate of Insurance Required)
- Will you be having an outdoor ceremony?

Availability:
April 23, 2022 – October 9, 2022
Saturday-Sunday: 10:00am – Sunset

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

Regular Rate:	Resident	Non Resident
Security Deposit	\$150.00	\$150.00
Daily Rental Fee	\$250.00	\$375.00

Inside Amenities:

- 3-12' Rectangular Rolling Buffets
- Sink
- Refrigerator
- Electricity
- Ceiling Fans
- Microwave
- Affixed Benches
- 40 Folding Chairs

Outside Amenities:

- 15 Picnic Tables
- 1 Wheelchair Accessible Picnic Table
- Public Restrooms
- Double Grill
- Youth Playground (no exclusivity)
- Volleyball Net (no exclusivity)
- Walking Trails/Bike Path (no exclusivity)
- Basketball Court (no exclusivity)
- Tennis Court (no exclusivity)
- Skate Park (no exclusivity)

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"/> _____
COI (if, needed)	<input type="checkbox"/> _____
Key#	<input type="checkbox"/> _____

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

Summer Kitchen Rules and Regulations

Alcohol: No alcoholic beverages shall be sold, brought within, given away, delivered or consumed on Park District property. Evidence of any alcohol consumption will result in immediate termination of the rental and loss of Renter's Security Deposit.

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. The Gurnee Park District, at its discretion, reserves the right to cancel any rental due to unforeseen circumstances that would prevent the renter from safely utilizing or reaching the rental facility (e.g. flood, fire, etc.). In the case of a cancellation by the Gurnee Park District the renter shall receive a full refund of all rental fees including deposit.

Certificate of Insurance: Any entertainment, catering, or equipment brought in from a rental company or personally owned **must be listed for pre-approval** and may require a Certificate of Insurance with a one million dollar General Liability Coverage having the Gurnee Park District listed as additionally insured by the insurance company. A copy must be provided to the Park District 30 days prior to the event.

Clean Up: Gurnee Park District property and equipment must be cleaned after use, trash & recyclables placed in proper receptacles and all decorations & tape removed by the renter following the event. Additional trash bags provided inside cans; leave overflow bags tied next to trash receptacles. Insufficient clean-up will affect the refund of the renter's deposit. For your convenience; cleaning supplies (mop, broom, rags) and additional trash bags are also located inside the closet.

Decorations: 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. Confetti, glitter, sparklers, fog or smoke emitting devices, pyrotechnics or "stage props" used for special effects are not allowed.

Deposit Refund: The Security Deposit is due at the time of reservation and is *not included* in the rental fees. After the event, an inspection of the premises will be completed. The deposit will be refunded in full if the renter has returned the key and complies with approved contract. It is further agreed to reimburse the Park District in full for any costs for repair, replacement or cleaning of the premises or equipment which exceed the amount of the deposit. All refunds are processed in the form of original payment. Upon approval, refunds will be issued 7-10 business days following the rental. Checks will not be available for pickup.

Electricity: GFI outlets are available above the countertops and along the west wall, both inside and outside of the Summer Kitchen. Bring a 3-prong grounded extension cord for any non-GFI equipment.

Emergency Contact: If there is an emergency during your event, call Park Patrol at (224) 374-6331.

First Aid: A First Aid kit is available inside the Summer Kitchen.

Games / Fireworks: To ensure the safety of park patrons, golf & horseshoes are prohibited. Fireworks, flying model aircrafts, rockets, etc., are a safety hazard and are not permitted in any park or facility.

Grills: Located on-site; please leave hot coals in grills. Open fires are prohibited.

Hours: All events must start and end per hours listed on the approved rental application to avoid an additional charge. No items can be stored at the facility before or after your approved rental time. **Park Closes at Sunset.**

Key: The Summer Kitchen is a locked facility. The key may be picked up from Gurnee Park District staff on a pre-determined date. Following your rental, drop off the key in the after-hours drop box located at the south entrance of the Viking Park Community Center.

Music: No event shall produce noise levels that interfere with or detract from the general enjoyment of the general public in the surrounding area. GPD Personnel can require volume to be lowered if deemed necessary. Regarding music lyrics, please respect the families with children in the park.

No Smoking: Gurnee Park District Ordinance prohibits use of any tobacco products on or within twenty-five feet of any Gurnee Park District playground, sports field, skate park, shelter or structure.

Ordinance Code: All functions conducted on Park District property must be held in accordance with District ordinances, policies and rules. The full Ordinance Code is available at <https://www.gurneeparkdistrict.com/parks/parks-rules>

Organizations: Any organizations wishing to have a rally, race, Walk-a-thon, or other community event, must be reviewed and approved by Park District staff.

Payment: Payments can be made using cash, check, Discover, Visa or MasterCard. Checks should be made payable to the Gurnee Park District. All fees are to be paid in full 30 days prior to your scheduled event. Any check that is deposited and returned by the bank for any reason will result in an additional \$10 charge.

Parking: Vehicles are restricted to a designated parking lot and are not allowed on grass areas or brick walkway including during set up or clean-up of the event.

Rental Boundaries: Boundaries are limited to the Summer Kitchen and surrounding picnic area. The park property is shared and open to the public. **All Park District property and furnishings shall not be moved or removed from the premises; included picnic tables.**

Renter: Renter must be 21 years of age or older and in attendance during the entire event. The renter must declare on the application all activities which will take place on Park District property. The Renter will assume full responsibility for the rental and is solely responsible for the actions of any member of the group. The Renter assumes the risk of inclement weather when renting a Park Shelter as it is an outside facility. **No refunds will be given for inclement weather.**

Rescheduling: Dates are subject to availability and an administrative fee of \$15.00.

Resident Rate: The term "resident" refers to Park District residents who live within the Gurnee Park District boundaries and who contribute financial support to the Park District through taxes. Some residents with a Gurnee mailing address may not be residents of the Gurnee Park District. Proof of residency is required with the application including a valid Driver's License or State ID.

Restrooms: Located in the small building along the circle drive and near the ball fields. Restrooms will be locked at sunset.

Thor Guard Lightning Prediction System: The Gurnee Park District has installed the Thor Guard Lightning Prediction System at Viking Park. For more information about the Thor Guard Lightning Prediction System, visit www.thorguard.com.

Tickets/Fees: The Renter may not charge an admission, sell tickets or solicit donations on park district property without the written consent of the Gurnee Park District Director and Board of Commissioners. This includes selling any articles or accepting orders for articles. Gambling in any form is prohibited. If the renter is requesting to sell food, a permit from the Lake County Health Department is mandatory.

**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: _____
