



Viking Park Dance Hall
2024 Facility Rental Application
4374 Old Grand Ave, Gurnee, IL 60031

For Office Use Only	
Rental Date:	_____
HH Number:	_____

Renter/Organization Name: _____

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

Phone: _____ **Email:** _____

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

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

Expected Number of Guests: _____

- *Set-up and clean-up must be included within your rental time.
- *Facility tours available M-F (9 am – 4 pm). Appointments can be made outside business hours.

About the Event – Initial Yes or No (if yes, a Certificate of Insurance or BASSET is required)

- Yes _____ No _____ Will you be serving alcohol?
- Yes _____ No _____ Will you be hiring a trained Bartender? Is your Group Size 3 Rental with alcohol?(B.A.S.S.E.T. Certificate)
- Yes _____ No _____ Will you be hiring a caterer to serve on-site during your rental?
- Yes _____ No _____ Will you be hiring a DJ, band, or other entertainment?

Availability:

Monday – Friday: Call or email for Hours
 Saturday: 9:00 am – 11:00 pm
 Sunday: 10:00 am – 10:00 pm

***Please provide enough time in your reservation hours for set-up and clean-up**

	Resident	Non-Resident
Group Size 1: Maximum 50 guests (4hr minimum)		
Security Deposit	\$100	\$150
Hourly Rental Fee	\$75	\$100
Group Size 2: Maximum 100 guests (4hr minimum)		
Security Deposit	\$200	\$300
Hourly Rental Fee	\$150	\$225
Group Size 3: Maximum 150 guests (4hr minimum)		
Security Deposit	\$400	\$600
Hourly Rental Fee	\$250	\$400
Enhancements:		
Changing Area	\$50	\$50
Summer Kitchen (Outdoor Ceremony or Cocktail Hour; April – October)	\$200	\$200
Sound System/Microphone/Podium/Screen	\$75	\$75

For more information, contact Tina Burfield at 847-599-3758 or TBurfield@GurneeParkDistrict.com

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Rental Application	Completed
Check ID	<input type="checkbox"/> _____
Contract Signed	<input type="checkbox"/> _____
Entered into RecTrac	<input type="checkbox"/> _____
Work Order	<input type="checkbox"/> _____
Room Set-up	<input type="checkbox"/> _____
Upcoming E-Mail Sent	<input type="checkbox"/> _____
Liquor License	<input type="checkbox"/> _____
Certificate of Insurance	<input type="checkbox"/> _____

Payments	Paid
Security Deposit	\$ _____ <input type="checkbox"/> _____
Rental Fee	\$ _____ <input type="checkbox"/> _____
Enhancements	\$ _____ <input type="checkbox"/> _____
Total	\$ _____ <input type="checkbox"/> _____
Deposit Refunded	\$ _____ <input type="checkbox"/> _____
Notes:	

Viking Park Community Center Dance Hall Rules and Regulations

Alcohol: Alcohol is permitted with proper Host Liquor Liability Insurance through the TheEventHelper.com listing Gurnee Park District as additionally insured; with a permit issued by Gurnee Park District. Alcohol is not permitted outdoors or in the park area. Individuals who have been issued permits assume the responsibility of containing alcohol consumption inside the Hall. A Certificate Insurance must be provided no later than 30 days prior to the rental date. 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 over 100 in attendance; a copy of their certification must be turned in two weeks prior to the rental date.

Attendance: To ensure the safety of your guests, the total number of your party may not exceed max attendance listed on the approved application. For the small group rate, if attendance surpasses 80 persons, renter may be charged at the large group rate. The 160 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. No refund will be issued.

Behavior: All activities must be conducted in an orderly manner. Foul or abusive language, attempted/physical confrontation is not permitted and will result in immediate expulsion from the facility.

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. 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 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 Gurnee Park District listed as additionally insured. A copy must be provided to the Park District 30 days prior to the event.

Clean-up: Gurnee Park District property, facility and equipment must be cleaned after use; trash bags should be changed when they are half full to avoid tears. Additional trash bags will be provided; insufficient clean-up will affect the refund of the renter's deposit. Clean-up includes but is not limited to decorations brought in the Dance Hall, removing all trash and bringing to designated area, cleaning debris on the floor in the kitchen, Dance Hall, and bathrooms, cleaning all food and items from sinks, wiping all chairs and tables with soapy water and folding the chairs and leaning them against the tables. Renter must also remove all personal property including all rented equipment, decorations, food and alcohol.

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. Balloons must be deflated and disposed of and/or removed from building.

Deposit Refund: The security deposit is due at the time of reservation and is NOT included in the rental fees. Before and after the event, an inspection of the premises will be completed with the Building Attendant. The deposit will be refunded in full if the renter has complied with the 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 original deposit. Staying past the approved time will also affect the security 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.

Emergency Contact: If there is an emergency during your event, contact the building attendant.

Games/Fireworks: Fireworks, flying model aircrafts, rockets, drones, spark emitting devices, etc. are a safety hazard and are not permitted in any park or facility.

Hours: All events must start and end per hours listed on the approved rental application to avoid an additional charge. Set-up for event is not permitted prior to the approved start time on the application. No items can be stored at the facility before or after your approved rental time. **Park closes at sunset.**

Kitchen/Bar Area: The kitchen and bar area are available for use during the rental time. The bar area includes a drink cooler, refrigerator, ice machine, handwashing sink, and dump sink. The kitchen area includes a food prep surface, stove, oven, refrigerator, microwave, sink, and food warming rack. All other kitchen supplies are for Park District use only and the renter is responsible for bringing their own. Use of any other supplies may affect deposit. The storage area next to the bar area is only for entrance to the bar. No other chairs, bins, tables, or other Park District equipment may be moved from the storage area.

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 facility and park.

No Smoking: Gurnee Park District Ordinance prohibits use of any tobacco products on or within 25 feet of any Gurnee Park District playground, sports field, skate park, shelter or structure, or 15 feet of facility entrances/exits, windows that open and ventilation intakes. Any smoking or evidence of smoking that violates these rules may affect the deposit.

Viking Park Community Center Dance Hall Rules and Regulations (cont.)

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 GurneeParkDistrict.com/Parks/Parks-Rules.

Organizations: Any organizations wishing to have a rally, race, Walk-a-thon, or other community event, must complete a "Special Use Permit" application to be reviewed and approved by the Executive Director.

Payment: Payments can be made using cash, check, Discover, Visa or MasterCard. Checks should be made payable to Gurnee Park District. All fees are to be paid in full 30 days prior to scheduled event. Any time changes must be made a minimum of two weeks prior to the rental date with any additional fees paid in full at the time of change. There will be no changes to times within two weeks of your rental. 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 designated parking lots and are not allowed on grass areas, including during set-up or clean-up of the event. No parked or standing cars are allowed in the circle drive after unloading. Service providers are allowed to deliver and pick up at the south entrance. Please coordinate deliveries during your reservation time only. Vehicles are not allowed on sidewalks or paths for any reason including loading and unloading.

Rental Boundaries: Boundaries are limited to Dance Hall, bathrooms, kitchen and bar area. The back hallways and preschool rooms are off-limits to rental groups. The changing/storage area and Summer Kitchen are only available if approved on application. 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.

Rental Checklist: The renter is required to complete the Rental Checklist when they enter the building and complete the second portion once cleaning has been completed and before they exit the building at the end of the rental. This is to ensure that the rental space is prepared for the group coming in, and it is returned to its original condition upon exit.

Rental Space: Included in your rental is an on-site rental attendant to monitor the rental, and ensure rules are being followed. Also included is a 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.

Renter: Renter must be 21 years of age or older and in the facility during the entire rental including set-up and clean-up of vendors they hired and must do a pre and post walk through with the Building Attendant. The renter is responsible for cleaning after the event and leaving the building in the same condition as when they arrived. 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.

Rescheduling: Dates are subject to availability and an administrative fee of \$15.

Reservations: Reservation is not confirmed until application is completed, proof of residency is provided, and the security deposit is paid. The security deposit is in addition to the hourly rental fees. 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.

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

Set-Up: The renter must complete the set-up map a minimum of two weeks ahead of scheduled rental.

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 Executive 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 is not responsible for lost, stolen, or damaged personal items or rented equipment. An on-site attendant will assist you with general questions and facility related needs, oversee general clean-up during the event, enforce rules and policies of Gurnee Park District. Any issue that cannot be resolved by the content of this contract shall be resolved at the sole discretion of Gurnee Park District

By signing, you acknowledge you have read, understand, and agree to follow the above rules as well as all Gurnee Park District Ordinances

Signature: _____ **Date:** _____

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

PLEASE READ THIS FORM CAREFULLY.

As used in this agreement, the terms "I", "me," and "my" refer to the undersigned and all of my participants, guests and spectators, and each and all of their successors, heirs, executors, trustees and assigns. The terms "you" or "your" refer to the Park District.

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 and regulations;**
- **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 and 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.

The Gurnee Park District is not responsible for lost, stolen or damaged personal items or personally rented equipment.

APPLICANT: _____
(Print Name)

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

DATE: _____