



NILES PARK DISTRICT

6676 W. HOWARD NILES, IL 60714
P: 847-967-6633 F: 847-967-6639
info@niles-parks.org

OFFICE USE ONLY
Date/Time Received: _____
Staff Initials: _____
Permit Number: _____
Routed To: _____

Shelter Rental Application

Today's Date: _____

All Rental Applications must be submitted at least 14 days prior to requested date. All applicants must read and sign Rental Agreement attached to Rental Application. **ALL FEES AND DEPOSITS MUST BE PAID IN FULL AT TIME OF APPLICATION**

Applicant's Name: _____ DOB _____ Organization*: _____
*(Person responsible) (Date of birth) (*Must provide a certificate of liability insurance.)*

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Alt. Phone: _____ Email: _____

Day(s) and Date(s) requested: _____

Hours*: _____ to _____ #of Guests: _____

Type of Event: _____

Will there be an admittance fee to this event? Yes No

ALL FEES, COI AND FINAL RESERVATION DETAILS ARE DUE AT TIME OF APPLICATION

Organization provided a certificate of liability insurance. Yes No

** COI (Certificate of Insurance) is required if you are an organization renting out the facility or if you will be having outside vendors.*

Will you be using outside entertainment? Yes No

Entertainment Vendor: _____ COI

Food Vendor: _____ COI

Other Vendor: _____ COI

SHELTER CHOICE:

Golf Mill Park
Church Street and Cumberland
(Maximum number of Guests: 50)

Oak Park
8452 Overhill
(Maximum number of Guests: 50)

DEPOSIT AND FEES:

Per Day Deposit: \$100 R/\$200 NR \$ _____

Per Day Fee: \$100 R/\$200 NR \$ _____

TOTAL DUE TODAY \$ _____

I confirm that I have read, understand & signed the Rental Agreement, that the above information has been completed honestly and accurately, and further understand if any information is found not to be true, the rental event will be canceled by the Park District and my security deposit will be forfeited.

Signature of Applicant: _____ Date: _____

CREDIT CARD PAYMENT INFORMATION:

Please charge to: MC Visa DC AMEX

Card # _____ exp. ____/____ security code on back _____

Amount _____ Name on card _____ Signature _____

1 Shelter Rental Agreement
Credit card information supplied will be used with current registration form only and will be destroyed after registration is processed.

OFFICE USE ONLY

AUTHORIZATION	<p><input type="radio"/> Approved <input type="radio"/> Denied By Facility Manager: _____ Date: _____</p> <p>Instructions: _____</p> <p>_____</p>
PAYMENT	<p>Permit # _____ Deposit Amt: \$ _____ Date: _____ Cash: _____ Check#: _____</p> <p>Rental Amt: \$ _____ By: _____</p> <p>Credit Card: <input type="radio"/> Visa <input type="radio"/> MC <input type="radio"/> Disc <input type="radio"/> Amex Last 4 _____ CWV _____ Auth # _____</p>
STAFF REPORT	<p>Employee Assigned: _____</p> <p>Pre-rental Inspection Time of Arrival: _____ Time of Departure: _____</p> <p>Condition of Facility Prior to Event: _____</p> <p>_____</p> <p>Time of Arrival: _____ Time of Departure: _____</p> <p>Condition of Facility After Event: _____</p> <p>List Any Damages or Problems: _____</p> <p>_____</p> <p>Signature of Employee: _____ Date: _____</p>
REVIEW	<p>Amount of Deposit to be Refunded: _____ Facility Supervisor: _____ Date: _____</p> <p>Comments: _____</p> <p>_____</p>
REFUND	<p>Date Processed: _____ Processed by: _____</p>

OFFICE USE ONLY



NILES PARK DISTRICT

6676 W.HOWARD, NILES, IL 60714

P: 847.967.6633 F. 847.967.6639

Shelter Rental Agreement

TERMS AND CONDITIONS

All applicants must read, sign and return this form with their completed Rental Application at least 14 days prior to requested date.

Niles Park District (known as NPD for the remainder of this Rental Agreement). The consumption of alcoholic beverages or products is prohibited in any of the park district shelters. It is also prohibited to bring any alcoholic beverages or products on any of the shelter park grounds. Available rental hours are from 10:00 am to dusk.

GENERAL RULES:

1. The \$100.00 security deposit AND full rental payment is due at the time of Rental Application.
2. Once the Rental Application has been processed, should the party who signed the application (known as Renter for the remainder of this Rental Agreement) need to cancel their date for any reason; the rental fee will be forfeited.
3. Proof of park district residency must be presented at time of rental application to qualify for resident rate (i.e.: valid driver's license, current lease or real estate tax bill with Renter's name and address.)
4. If you are an organization, using any NPD Facility, you will be required to provide us with a \$1,000,000.00 Certificate of Liability Insurance, naming the Niles Park District as additionally insured on the policy.*
5. The Renter must be present at the rental. NPD holds the Renter solely responsible for the condition of the rented facility at the conclusion of the rental.
6. The consumption of alcoholic beverages or products is prohibited in any of the park district shelters. It is also prohibited to bring any alcoholic beverages or products on any of the shelter park grounds.
7. Gambling of any form is prohibited.
8. Renter shall not permit any area to be used for any disorderly or unlawful behavior during the period of this rental.
9. Any evidence of alcohol, gambling, disorderly or unlawful behavior in the facility during your event will result in the loss of Renter's security deposit and/or immediate termination of rental event.
10. Renter is liable for any damages, and will hold the Park District harmless for injuries, claims, lawsuits or loss of property, furniture and/or equipment. Any damage to the facility structure (inside or outside), furniture (tables, chairs, benches, etc.) will be deducted from Renter's security deposit.
11. The security deposit will be refunded in full if renter

complies with all the terms and conditions of this Renter's Agreement. The NPD Staff Report will determine if any or all of the security deposit shall be returned.

12. All refunds are processed in the form of check or credit card.
13. Upon approval Refunds will be issued 2 to 4 weeks after your event.
14. A late processing fee of \$15.00 will be charged for any changes made to your Rental Application within 10 days of your rental date. No changes will be allowed 5 days prior to your rental date. An additional processing fee of \$15.00 per change will be charged in the event the Renter needs to alter their Rental Application more than once.
15. A \$25.00 service charge will be assessed on all checks returned due to insufficient funds.

RENTER RESPONSIBILITIES:

SET-UP/CLOSING PROCEDURES:

1. Positively no permanent signs or markings, etc. allowed on any NPD shelter or building.
2. When cleaning, wipe up any food or beverage spills on tables, picnic benches, chairs, walls, etc.
3. Dispose of all food and decorations, etc. from event in trash receptacles using provided trash liners.
4. If applicable, return any moved furniture or equipment to their original position. Facility should be restored to same condition as it was when the rental began.

**Information regarding NPD Certificate of Liability Insurance requirements is available upon request.*



NILES PARK DISTRICT

6676 W.HOWARD, NILES, IL 60714

P: 847.967.6633 F. 847.967.6639

Shelter Rental Agreement

TERMS AND CONDITIONS, CONTINUED

All applicants must read, sign and return this form with their completed Rental Application at least 14 days prior to requested date.

TERMINATION OF RENTAL:

The NPD reserves the right to terminate any event and/ or participation of any individual at any time if it is reported to NPD that continuation of the rental and/or individual participation is not in the best interest or safety of the participating guests or rental facility. If the NPD finds cause to terminate your event while your event is taking place, the NPD Staff Report will be reviewed to determine if any of the security deposit or rental fee will be refunded.

Should the park district need to cancel prior to your event, the security deposit and any rental fees paid will be refunded to you.

DISCLAIMER:

NPD reserves the right to CANCEL any rental event. The decision of the Park District Director is final.

NPD does not assume any liability for property lost or stolen on the NPD premises, or for personal injuries sustained on the premises during rental use of the premises. Renter hereby agrees to assume the full risk of any injuries, damages, or loss, regardless of severity, that Renter may sustain as a result of this rental. Renter further agrees to indemnify, waive and release the NPD, officers, commissioners, agents, employees and its volunteers from any and all liabilities, losses, claims, suits, damages and/or judgments (including reasonable attorney's fees) that Renter, its participants and guests might sustain as a result of any and all activities connected with or associated with this rental.

I understand that I am responsible for clean-up of the facility before the end of my rental time and that the cost of clean- up not accomplished or damages to the facility will be deducted from my security deposit. I further understand that NPD reserves the right for full restitution of any and all damages incurred by the Renter or Renter's guests and to bill any additional expenditure for said damages that may incur above and beyond the amount of the Renter's security deposit.

I understand that any violation or discrepancy on my behalf from this Rental Agreement may be grounds for the NPD to retain any or all of my security deposit.

I have read and understand the preceding disclaimer. I do hereby agree to the terms of the disclaimer and the conditions of the Rental Agreement.

APPLICANT:

Signature: _____ Date: _____

Printed Name: _____