



Homewood-Flossmoor Park District The Clubhouse at Dolphin Lake Rental Application

1. Renter Information

Name of Applicant: _____ Home Phone: _____/_____/_____

(Must be 21 years of age or older)

Address/City: _____ Cell Phone: _____/_____/_____

State/Zip: _____ Email Address: _____

Name of Organization (If applicable): _____

2. Facility Rental Information- include time needed for set-up and clean-up into your rental time

Requested Room: West (60 Capacity) East (60 Capacity + Kitchen) Full (120 Capacity + Kitchen)

Requested Dates: _____ Arrival Time: _____ Departure Time: _____

Type of Rental: (i.e. meeting, wedding, shower etc.) _____ # of Attendees: _____

Will your group bring materials, literature, equipment or food? (Please describe) _____



In an effort to comply with the Americans with Disabilities Act, does your group need special accommodations? If yes, please explain:

Age of group: Teen Adult Family

Cost worksheet (Administrative use only)

Package:

- Diamond
- Sapphire
- Ruby
- Crystal
- Meeting

Please list added amenities:

Hourly Rate \$ _____ x _____ hours = \$ _____

Security/Damage Deposit = \$300

Additional Fees (Liquor/Amenities) = \$ _____

Total Due = \$ _____

WAIVER- I/ We understand that I/ We are subject to all laws of the State of Illinois and ordinances of the applicable municipality and that no activities in violation of such laws or ordinances shall be permitted on subject premises during the lease or use thereof. I/ We hereby agree to use park facilities in accordance with regular park district policies and regulations and agree to the charges incurred, if any. In order to comply with the Americans with Disabilities Act (ADA), the Homewood-Flossmoor Park District is requesting that all community groups who use our facilities agree to abide by the ADA Law, which protects persons with disabilities from discriminatory practices. Therefore, any group wishing to use one of our facilities must agree not to discriminate against persons with disabilities. If you would like further information, you may contact the U.S. Department of Justice. The User of this facility of the Homewood- Flossmoor Park District, in consideration of being allowed its use, hereby assumes all responsibility and liability for any and all damage or injury of any kind or nature whatever to all persons and to all property, including that of the Homewood-Flossmoor Park District, caused by, arising out of, or connected with the user's activities and use and occupancy of this facility; and to the fullest extent permitted by law, the user does hereby indemnify and hold the Homewood- Flossmoor Park District and its Commissioners, officials, officers, agents and employees harmless from and against all such claims, and further from and against and all cost, loss, expense, liability, damage, or injury, including payment of or reimbursement for legal fees or disbursements that the Homewood-Flossmoor Park District and its commissioners, officials, officers, agents and employees may directly or indirectly sustain, suffer or incur as a result thereof, and the user assumes on behalf of the Homewood-Flossmoor Park District, its commissioners, officials, officers, agents and employees, upon demand, the amount of any judgment or settlement that may be entered against them or agreed to by them in such action.

Renter Signature: _____ Date _____/_____/_____

Total Amount of Rental: \$ _____

Booked By: _____

HOMEWOOD-FLOSSMOOR PARK DISTRICT

The Clubhouse at Dolphin Lake Building Use, Rental and Policy Guidelines

All functions conducted at Park District Facilities must be in accordance with District standards and, therefore, not be in violation of any district regulations as set forth in the Ordinance #239 providing for the issuance of permits for use of park facilities.

Recreation buildings may be made available for use by groups or individuals provided that time/date are available and that the following regulations and procedures are followed:

I. Reservation Procedures and Schedule:

- Park District programs will have priority in scheduling of all facilities.
- All facility reservations and additional amenities must be made at least two weeks in advance of the requested date.
- Reservations may be made 18 months in advance during prime time hours only (Friday - Sunday; 10 am - midnight). Rental functions and festivities must end by midnight. *A cleanup period of no more than one hour past midnight may be purchased if included in the rental contract.*
- 5-hour minimum for prime time hours and 3-hour minimum for non-prime time rentals.
- **Reservation times include the set-up and clean-up of your event.** If additional time is needed for extra set-up and/or clean-up, please purchase that time on the rental application form. *Due to event scheduling, early entry is not permitted.*

_____ (Initial)

II. Payments:

- The total rental fee plus security/damage deposit of \$300 is required at the time of booking.
 - *No dates will be saved without payment in full.*
- The security/damage deposit will be returned within two weeks after event if policies are followed and no damage is found.

III. Alcohol:

- If bringing in alcohol (beer and wine only), a \$300 permit/insurance policy is required. The HF Park District will purchase this through PDRMA (Park District Risk Management Agency). No permit is necessary if using Wiley's Grill for alcohol service.
- No cash bars are allowed unless renter is using Wiley's Grill for alcohol service.
- Rental applicant is responsible for ensuring no underage patrons consume alcoholic beverages during the entire duration of the rental.
- Alcohol must be kept in the building and on the deck only; no alcohol is allowed in the park or parking lot.

_____ (Initial)

IV. Cancellations:

- Cancellation/date change of a rental request must be made at least 30 days in advance of event date to receive a 50% refund.
- The applicant will forfeit the entire rental fee if a cancellation/date change is made less than 30 days from the rental date.
- If the date of a canceled rental is re-booked, renter will receive a 90% refund of remaining funds.
- The security/damage deposit will be refunded within two weeks for all cancellations.

_____ (Initial)

V. Building Usage:

- Smoking, drugs, gambling or fighting is prohibited on HF Park District property.
- We kindly ask you not to use: glitter, confetti, tacks, nails, glue and tape on walls/floors/doors/windows.
- All groups or individuals using facilities will be responsible for their general clean-up. *Please see the General Clean-up Guidelines Sheet for more details.*
- All equipment and belongings of the renter must be removed upon completion of rental.
- Any props or furniture being brought in for an event may require a certificate of insurance; please inquire for additional information.
- An event host will be on duty for all rentals. The event host is responsible for seeing that the group or individual complies with the rules and regulations for the use of the facility. If there are infractions, the group or individual may be asked to leave the facility immediately. A permit may be revoked at any time due to the misconduct of individuals in the group, for misuse of the property or providing misleading/false information on the rental application. The HF Park District reserves the right to withhold the security deposit for rule violations, not leaving the facility by specified time stated on contract, damage or excessive mess that requires additional staff clean-up, or last minute rental cancellations.
- All caterers working onsite must complete the catering application, supply necessary documents and pay yearly or one-time license fee in order to be approved by the HF Park District.
- A facility inspection sheet must be signed and completed before and after the rental by applicant to receive entire security/damage deposit.

_____ (Initial)

VI. Parties, dances, etc., for the age group of 13-21:

- One adult (age 25 and older) chaperone must be in attendance for every ten attendees age 21 and under. Parties are limited to 80 guests including adults. All guests will be required to wear HF Park District provided wristbands during entire event.

Applicant Signature: _____ Date _____/_____/_____

I have read and agree to the building use, rental and policy guidelines as listed above.

Revised: 1/10/20

Return this completed form to: H-F Park District Goldberg Administrative Office 3301 Flossmoor Road Flossmoor, IL | Phone: 708.957.0300 | Fax: 708.957.8574 |