



# Naperville Park District Rental Permit Application

Applications for rental permits may be submitted for review during regular office hours at the Alfred Rubin Riverwalk Community Center, 305 W. Jackson or the 95<sup>th</sup> Street Center, 22454 W. 95<sup>th</sup> St. or the Fort Hill Activity Center at 20 Fort Hill Dr.

Office Use Only

Today's Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Deposit Return: \_\_\_\_\_

Initials: \_\_\_\_\_

All permits/contracts are subject to compliance with all applicable Park District ordinances, conditions and requirements (copies available at [www.napervilleparks.org](http://www.napervilleparks.org) or at our registration desks). Facility rental requests must be made a minimum of 21 days in advance. Renters must be 21 years of age. The District shall have at least three business days after receiving a permit request to review the application. The District reserves the right to take additional time to review any application.

Use of the Free Speech Pavilion requires approval by the Naperville Park Police; applicants will be notified within 3 business days of application.

Facility or Park Requested: \_\_\_\_\_ Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_

Start Time Including Any Time for Set Up: \_\_\_\_\_ a.m./p.m. End Time Includes Take Down: \_\_\_\_\_ a.m. /p.m.

Name of Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_

Attendance: Age 21 and over: \_\_\_\_\_ Under 21: \_\_\_\_\_ (one adult 21 and over is required for every 10 attendees under age 21)

Description of Event: (including type of event, decorations, and any outside vendors or contractors including, but not limited to, caterers, music, entertainment or inflatables). \_\_\_\_\_

Are you using a NPD Preferred Caterer: \_\_\_\_\_ No \_\_\_\_\_ Yes, please select caterer below \_\_\_\_\_ Yes, but undecided on caterer

\_\_\_\_\_ Angeli's \_\_\_\_\_ Belgio's \_\_\_\_\_ Beyond Catering \_\_\_\_\_ Chef by Request \_\_\_\_\_ Cutting Edge Catering

### Additional Information

- \_\_\_\_\_ Serving Alcohol
- \_\_\_\_\_ Tent larger than 10' X 10'
- \_\_\_\_\_ Fire Pit
- \_\_\_\_\_ Personal Grill
- \_\_\_\_\_ Any outside vendor/contractor

### Requirements

- Alcohol use permit; liability insurance (waived for preferred caterer); security may be required
- City of Naperville Tent Permit; copy to NPD
- NFD Burn Permit; copy to NPD
- Parks staff will be notified; weather conditions may prohibit
- List in description. Certificate of Insurance; Current Health Certificate for Food Vendor

Staff Notes:

**Indemnification and Hold Harmless:** Renting Group/Individual (hereafter referred to as "Renter") agrees to protect, indemnify, save, defend and hold harmless the Park District, its officer, officials, volunteers, employees, and agents (hereafter collectively referred to as "District") from and against any and all liabilities, claims for compensation, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney's fees for which the District may become obligated by reason of any accident, injury or death of persons or loss of or damage to property arising indirectly or directly in connection with or under or as a result of this agreement, whether such loss damage injury or liability is contributed to by the negligence of the Park District or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except for claims, damages, penalties, caused of action, costs and expenses arising solely by virtue of any negligent act or omission of the District.

**Insurance(Alcohol/Vendors):** The use of any outside vendor or apparatus may require the Renter to provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Naperville Park District as an additional insured and specifying the date(s) and nature of the event no later than twenty-one (21) days prior to the event. If alcoholic beverages are being served or consumed, the Renter also must provide proof of Liquor Liability insurance. The insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. This insurance requirement may be modified upon written approval by the Park District. Security provided by or approved by Park District Police is required at any time that alcoholic beverages are being served or consumed. One security officer is required for every 70 people. Any person consuming or in the possession of alcohol must have a valid picture ID with them. The serving of alcohol must cease one hour prior to the end of the rental.

Liquor Liability insurance is waived when Renter uses a Naperville Park District Preferred Caterer. Security for an indoor facility rental may also be waived when the Renter uses a Preferred Caterer.

**Rental Approval, Payment and Deposits:** The District shall have at least one business day after receiving a permit request to review the application to approve or deny. The Naperville Park District reserves the right to terminate the permit at any time based on the interest of public safety without refund of rental fees / deposit. The Park District reserves the right to amend the rental rules as needed to serve the best interests of the Park District. The Park District reserves the right to relocate any meeting/event based on unforeseen circumstances. The Park District does not assume any liability for lost or stolen property on the park district premises, or for personal injuries sustained on the premises during Renter's use. Renters must leave facility in the same condition in which it was found. Groups may not enter the facility prior to the agreed upon rental periods. Excessive clean-up costs will be deducted from the deposit at the discretion of the Naperville Park District. Excessive damage includes but is not limited to; floor scrapes, appliance damage, and significant amounts of food or stains found on floors or counters. If the costs and expenses for the clean-up and restoration exceed the amount of the deposit, the District reserves the right to pursue any and all legal options. Indoor rentals will end at 12a.m., any added time will be billed at two times the hourly rate.

**Rental Security:** The Park District reserves the right to have a designated employee visit the event site or require Park Police Security to enforce the terms of this rental agreement and/or for compliance of Park District ordinances. Based upon the nature of the event, additional security staff may be required based upon review and/or recommendation of the Park District Chief of Police. The renter is responsible for all security staffing fees. If sufficient security is not on site, the permit is subject to revocation without refund of rental fees and deposit.

**Tickets and Concession Sales:** Renters may not engage in any activity for financial gain or for which any charge is made or any sale or distribution of goods or services such as ticket sales for admission to the scheduled rental.

**Equipment, Tents and Amplification:** Renters may not bring any equipment to a park district building without the permission of the Naperville Park District. No person shall construct, build, erect, or otherwise place any building, tent, stand, scaffold, platform or other structure of whatever kind, whether stationary or moveable and whether permanent or temporary in character, or construct, run, string, or otherwise place any electrical wire, conduit or pipe, or any public service or private utility, into, upon, above, or across or beneath District Property, unless a permit, license, or contract therefore has first been obtained from the District.

**Cancellation/Rainout:**

**Parks:** Cancellations requested 21 days or more prior to the event will receive a refund of fees paid less a \$25 cancellation fee. Cancellations requested less than 21 days prior to the event will receive a refund of fees paid less the deposit up to a maximum of \$100. The Naperville Park District is not responsible for weather conditions and no refunds will be issued due to weather. If an event is rained out, the renter may call within 72 hours to reschedule if possible .Fees for insurance policies that have been processed are nonrefundable. **INITIAL**\_\_\_\_\_

**Indoor Facilities:** Cancellations requested 21 days or more prior to the event will receive a refund of fees paid less a \$100 cancellation fee. Cancellations requested less than 21 days prior to the event will receive a refund of fees paid less the deposit and any additional unrecoverable costs. The Naperville Park District is not responsible for weather conditions and no refunds will be issued due to weather. If an event is rained out, the renter may call within 72 hours to reschedule if possible .Fees for insurance policies that have been processed are nonrefundable. **INITIAL**\_\_\_\_\_

*Permit holder must be on site for the duration of the event including the final walk through of an indoor rental and must have a copy of the approved contract.*

*The Park District reserves the right to amend the rental rules as needed to serve the best interests of the Park District. The Park District reserves the right to relocate any meeting/event based on unforeseen circumstances. The Park District does not assume any liability for lost or stolen property on the park district premises, or for personal injuries sustained on the premises during Renter's use.*

***I have read and fully understand the terms and conditions, assumption of risk, waiver and release of all claims, as detailed on this document. PERMIT WILL BE DENIED if the signature of adult applicant and date are not included.***

**Signature of applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_