



Naperville Park District Facility Rental Permit Application

All permits/contracts are subject to Naperville Park District Ordinance 641

Rental Number: _____

Facility requested: _____ Requested date: _____

Beginning time of rental (includes set up): _____ a.m./p.m. Ending time of rental (includes take down): _____ a.m./p.m.

Name of applicant: _____ / ____ / ____
Last name First name Applicant's date of birth
Must be 21 years

Applicant phone number (H): _____ Alternate phone number (W/C): _____

Applicant address:

Street: _____ City: _____ State: _____ Zip: _____

Email: _____

Permit holder must be on site for the duration of the event including the final walk through and must have a copy of the approved permit.

Organization name (if applicable): _____

Organization Address:

Street: _____ City: _____ State: _____ Zip: _____

Additional Permits: Tent Amplification Alcohol

Please provide a detailed description of event including type of party, decorations, disc jockey, entertainment and other pertinent information:

Confirmed Attendance: Age 14 and under: _____ Age 15-20 yrs: _____ Age 21 and over: _____

One adult age 21 and over is required for every ten attendees under age 21.

Signature of applicant: _____ Date: _____

OFFICE USE ONLY:		Cash	Check	American Express
Staff: _____	Permit : <input type="checkbox"/> approved <input type="checkbox"/> denied	Visa	Master Card	Discover
Date: _____	Deposit Paid: _____	<div style="border: 1px dashed black; padding: 5px;"> CC#: _____ </div>		
Rental #: _____	Total Rental Paid: _____			

RENTAL TERMS AND CONDITIONS

Rental, Payment and Deposits:

Facility rental requests must be made a minimum of 21 days in advance and will not be accepted more than 90 days in advance. Renters must be 21 years of age. The District shall have at least one business day after receiving a permit request to review the application. The District reserves the right to take additional time to review any application. If the District determines that it will exercise this right, it shall notify the applicant after the District's receipt of the application.

Full payment of rental fees and required deposits are required at the time of application. Security deposits of \$300 are required for rentals at the Barn Main Floor, Community Hall and alcohol rentals. All other rentals require a \$100 deposit. Deposits will be refunded after the rental has been released upon inspection and final reports.

Any permit application found with inaccurate information will cause the permit to be revoked without refund of fees and deposit. The renter must attend the rental and is responsible for the actions of the guests, including children. The Naperville Park District reserves the right to terminate the permit at anytime based on the interest of public safety without refund of rental fees and deposit.

Renters must leave facility in the same condition in which it was found. This includes the removal of all decorations and placement of trash in receptacles. Rental fees are charged for the entire time used, including set-up, decorating, and clean-up. Groups may not enter the facility prior to the agreed upon rental periods. Groups renting a park district facility must remove their equipment and belongings by the end of the agreed up on rental period. 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.

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.

Rental Expectations and 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 ordinance 641. The Park District reserves the right to revoke the permit without refund of rental fees or deposit. Future permits may not be issued to this renter or organization. Any Permit granted by the District may contain lawful prerequisites to the issuing of the Permit and restrictions on the conduct of the permitted activity including without limitation: general liability insurance coverage; an agreement to fully indemnify and hold the District harmless from any liability or costs resulting from the activity; a requirement that the Persons involved in the activity obey or comply with all federal, state, local, and District laws, rules, and regulations; time, duration, and location restrictions; restoration deposit; a written agreement by the applicant to fully restore any District Property soiled or damaged by the activity; and, any reasonable restriction necessary for the efficient and orderly contemporaneous administration of the activity, other activities with a Permit, and regular District uses, functions, programs, and activities. 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.

Ticket, Concession Sales and Gambling

Renters may not engage in any activity for 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. No person shall play or engage in selling fortunes or futures, games of chance, or in any other device or game of chance, hazard or skill, either as bookmaker, dealer, player or otherwise, for the purpose of gaming or gambling for money or other valuable things on District Property, except at a fair, carnival, or other organized event conducted, sponsored or authorized by the District.

Smoking

Smoking or any use of a tobacco product is prohibited in all District buildings and District. Smoking is also prohibited in all wooded areas on District Property.

Equipment, Tents and Amplification

Renters may not bring any equipment to a park district building or park without the permission of the Naperville Park District. Park District equipment shall not be removed from the facility rented. 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. Amplification and tent permits are required through the city of Naperville. Renters should at all times be considerate of neighbors with regards to noise levels.