



## PARKS RENTAL INFORMATION

	Fee R/NR	Dep	Dep w/alcohol	Capacity	Parking	Restroom	Shelter	Electric	Water	Table	Grill	Other
<b>COMMUNITY</b>												
<b>DuPage River Pavilion</b>	\$100/150	\$100	\$300	150	63	Yes	Pavilion	Yes	Fountain (May-Oct.)	21 – 6'	Yes	
<b>Frontier East Pavilion</b>	\$100/150	\$100	\$300	100	Yes	Yes	Pavilion	Yes	Fountain (May – Oct.)	6	Yes	
<b>Knoch Knolls Park</b>	\$100/150	\$100	\$300	100	84	At Nature Center	No	No	No	12	Yes	Fire Ring
<b>Riverwalk Amphitheatre</b>	\$100/150	\$100	NA	100	Street	No	No	Yes	No	No	No	Electric On request
<b>Riverwalk Gregory Gazebo</b>	\$100/150	\$100	NA	30	Not at Location	Eatery	Pavilion-with Benches	No	No	No	No	Limited use
<b>Riverwalk Grand Pavilion</b>	\$100/150	\$100	\$300	250	Yes	Yes	Yes	Yes	Yes (May-Oct.)	24	Yes	Electric Outlets
<b>Prime time Rates June - August</b>	\$150/200											
<b>Seager</b>	\$100/150	\$100	\$300	150	34	Yes	Pavilion	Yes	Fountain (May-Oct.)	12	Yes	Fire Pit
<b>Winding Creek</b>	\$100	\$100	\$300		41	No	Small	No	No	No	No	
<b>OTHER</b>												
<b>Central Park</b> Only in conjunction with Band Shell after approval from City of Naperville	\$200	\$100	NA									
<b>NEIGHBORHOOD</b>												
<b>Residents only</b>	\$50	\$100	\$300	Varies	Varies	No	No	No	No	No	No	

**When are parks available to reserve?**

- |                                      |  |
|--------------------------------------|--|
| • Spring Rentals (April 1 – May 31)  | 1 <sup>st</sup> day to apply for residents is the 1 <sup>st</sup> Sat. in Jan. at 20 Fort Hill Drive |
| • Summer Rentals (June 1 – Aug 31)   | 1 <sup>st</sup> day to apply for residents is the 1 <sup>st</sup> Sat. in Mar. at 20 Fort Hill Drive |
| • Fall Rentals (Sept. 1 – Dec. 31)   | 1 <sup>st</sup> day to apply for residents is the 1 <sup>st</sup> Sat. in June at 20 Fort Hill Drive |
| • Winter Rentals (Jan. 1 – March 31) | 1 <sup>st</sup> day to apply for residents in the 1 <sup>st</sup> Sat. in Oct. at 20 Fort Hill Drive |

#### A permit is required for any of the following:

- **If your group size is 25 or more**
- **If alcohol will be present**
- **If you are using fire rings or fire pits**
- **If you are bringing your personal grill (groups of less than 25 may use Park District grills without a permit but a spot is not guaranteed)**

#### Rental Procedure:

- Rental permit application must be completed and signed by applicant.
- Deposit and full rental fees are due at time of application.
- Permit will be issued to applicant; permit approval is contingent upon receipt of all necessary insurance/additional permits.

#### Caterers:

- Renters are welcome to use their own caterers or any of the NPD Preferred Caterers or Food Truck Vendors. Non preferred caterers or food truck vendors cooking on site are required to submit a vendor permit and a current county health certificate.

#### Tents:

- Any tents larger than 10' X 10' require a Tent Permit from the City of Naperville; copy to Naperville Park District. ([www.naperville.il.us](http://www.naperville.il.us) Building/Development)

#### Inflatable or Other Apparatus:

- A certificate of insurance naming the Park District as additionally insured must be supplied to the District for inflatables or any other contracted equipment, vendor or apparatus.

#### Grills:

- Use of grills may be restricted due to weather conditions.

#### Fire Pits or Ring:

- Use of onsite fire pits or rings requires a Burn Permit obtained from the City of Naperville fire department; copy to be provided to Park District.
- Use of fire pits may be restricted due to weather conditions.

#### Alcohol Use:

- Renter must complete Alcohol Use Permit Application in addition to Rental Permit Application.
- Deposit will be \$300.
- Renter must have host liquor liability insurance, either provided by renter or obtained through PDRMA.
- If an NPD Preferred Caterer is being used the renter will not be required to obtain insurance.
- Approved security must be present when alcohol is being served; use of Preferred Caterer will require the same security. One officer is required for every 70 people; Park Police fees are \$45/hr/officer. If renter is providing own security, name(s) and contact information must be provided for approval.
- It is the renter's responsibility to contact the Park District at least 21 days prior to their event if alcohol is added. Permission to add alcohol at a later date is not guaranteed and is dependent on availability of security.
- Serving of alcohol must stop one hour prior to end of rental time.
- Alcohol may only be served under a shelter.

#### Deposit:

- Deposits will be returned to applicants and credited to the original payment method the week following the event unless damages have been incurred during the rental time. Renters will be notified of the nature and amount of the damages.

#### Cancellations:

- **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 unless the Park District closes all facilities. If an event is rained out, the renter has 72 hours to reschedule if possible. Fees for insurance policies are non refundable.**

#### Important Numbers:

- **Naperville Park District Administrative Office 630-848-5000 ( Monday to Friday 8:30am – 5:00pm and Saturday 9:00am – Noon)**
- **Naperville Park Police Officer on Duty 630-601-0925**