

HERITAGE ROTUNDA RENTAL AGREEMENT

A valid drivers license & credit card with matching address must be provided to rent any Crete Park District facilities. You must be 21 and at the rental from start to finish.

Rental Hours: Friday 4 - 8 PM, Saturday 10 AM - 8 PM, Sunday, NOON - 8 PM (4 hour minimum)

Rental Includes: 4 -66" Round, 2 -6' Rectangle tables and 40 Folding Chairs included

Rental Rates:	<u>FEE</u>	<u>Resident Rate</u>	<u>Security Deposit</u>	<u>\$150 cash</u>
W/out Shelter	\$50/Hour	\$35/Hour (Must include set up and clean up in hourly fee.)		
Daily Fee with Shelter	\$200	\$140 (Additional fee for Shelter Rental does apply. This is the building only.)		

Leaving the building unlocked, Helium balloons left on the ceiling and use of smoke machines, grills or griddles in the building forfeits your security deposit.

Payment & Fees:

1. **A valid credit card & a completed auto charge form is required at the time of reservation. If charge does not go through, and** all fees are not paid within 20 days of rental, the Crete Park District will cancel your rental. All fees paid prior to cancellation are nonrefundable. If rental is booked with less than 1 months' notice, all fees must be paid in cash at time of application. The deposit is nonrefundable or transferable in the case of cancellation or if the building is not returned to the pre-rental condition.
2. *If your security deposit is returned, it can be picked up the Tuesday after your rental.* The District may require the use of an approved Security Officer(s). The cost of such Officers will be borne by the rental group on a per hour, per officer basis. Security Officer's fee is to be paid directly to the officer.

Usage & Procedures:

1. Your approved rental time **must include setup and cleanup time.**
2. Key must be picked up at WWPC the Saturday of or before your rental between 9 AM - NOON and returned to WWPC immediately following your rental. If WWPC is closed, you may put the key in an envelope and slide it through the mail slot to the right of the front door. Failure to return key will forfeit security deposit and an additional \$100 will be charged to your credit card. The key must be returned to pick up your deposit which will be ready for pick up on Tuesday following your rental.
3. All kitchen equipment used must be properly cleaned and put away. Furnishings must be returned to proper places and all garbage, must be removed from the building and placed in the outside tote provided by the District. All items on the cleaning checklist must be complete or you automatically forfeit your deposit. The District will assess additional cleaning fees if facility is not left in original condition based on a rate of \$50 per hour. All decorations, **including tape**, must be removed. The cart must be returned and locked inside the building.
4. All permits are revocable at the discretion of the Park Board or the Director at any time. *Fundraisers and events that charge an admission fee require approval from the Board of Commissioners prior to booking.* (Nonprofit groups only)
5. If additional staff is needed at any time throughout your rental or if the police/firemen are called, you will lose your security deposit and pay additional money if required.
6. Alcohol is NOT allowed inside or outside the building and doing so will forfeit your deposit and our staff member will contact the police. No smoking is permitted inside the building or directly within 15 feet of the door per Illinois law. Drugs, gambling and fighting is prohibited.

Rental Space: The rental is for the south half of the building space only. The bathrooms and playground are separate, public areas and will be used by the public. The District will supply 4 ROUND 66", 2 rectangle 6' tables and 40 folding chairs. No furnishings (except for the cart) shall be removed from Park District facilities for use outside.

Renter assumes all risk of loss, damage or injury to persons or property. The District is thus released from all claims for such loss, damage or injury sustained while using the facility. All users of Park property/facilities **assume the responsibility to leave said property in its original state.** Renter is personally in charge and responsible for the conduct of all persons in attendance at the facility. The Renter and/or his/her organization will be held financially liable for any resulting damage to the Park facilities and/or property. Crete Park District is not responsible for things left in the building. The District may require the use of an approved Security Officer(s). The cost of such Officers will be borne by the rental group on a per hour, per officer basis. Security Officer's fee is to be paid directly to the officer.

• **Waiver, Release of All Claims and Hold Harmless Agreement for Crete Park District**

As a renter, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of any injuries, including death, damages or loss which I may sustain as a result of participating, in any manner, in any/all activities connected with or associated with such program.

I recognize and acknowledge that all athletic activities involving strenuous exertion or potential body contact are hazardous recreational activities and involve substantial risks of injury.

I agree to waive and relinquish any and all claims I may have as a result of participating in a rental against the Crete Park District, (hereafter referred to as "the District") any and all other participating or cooperating governmental units, any and all independent contractors, officers, agents, servants and employees of the governmental bodies and independents contractors, and any and all other persons and entities (hereafter referred to as "released parties") that might be directly or indirectly liable for any injuries, including death, damages and losses sustained by anyone, and arising out of connected with or in any way associated with my conduct and the activities of the program, that I might sustain while participating with the rental.

I further understand and agree that the terms such as "participation," "program" and "activities," referred to in this agreement, include all exercises and physical movements of any nature while I am in/on the Crete Park District property, and further include the provision of or failure to provide proper instructions or supervision, the use and adjustment of any and all machinery, equipment and apparatus, and anything related to my use of the services, facilities or premises involved with the rental. I agree with all conditions listed on the rental contract.

I agree to allow the District to use my family and myself in any photo, audio, and/or videotape for any publicity used by Crete Park District. I understand the nature of the rental and rules listed for which I am registering and have read and fully understand this Waiver, Release of All Claims and Hold Harmless Agreement listed here. I also Agree to the policy and terms of the Crete Park District as listed on their website, CretePark.com. I have read, fully understand, and agree to abide by the rules, regulations, and restrictions governing the use of these facilities as listed on this form and agree to be responsible for any damage to park property and for the strict observance of the rules and regulations of the Crete Park District.

Activity or Event Type _____

Signature _____ Date _____

Auto Charge Authorization

Renters Name _____ Cell Phone Number _____

(Must match name on Credit Card)

I authorize the Crete Park District to charge my rental fee of _\$ _____ to my credit card on _____ (Date payment is due.) If this date falls on a weekend/holiday, the payment will be charged on the following Monday. Crete Park District does not guarantee exact date of charge and will do it's best to charge the fee as close to this date as possible.

If the credit card/debit card you have provided us is unable to be charged, you will be notified by the phone number provided above. You will have 5 days to provide a new card or payment prior to the cancellation of your rental.

Payment Type: (circle one) Visa Mastercard Discover

Credit Card Number: _____

Security Number (3 digit) from the back of the card: _____

Renter/Card Holders Name: _____

Address to which the above card is charged: _____

Signature _____

Date _____

