

Facility/Rental Rates

Community Center Gym

Resident Fee:	\$60/hour Full Court, \$45/hour Half Court	\$100 deposit
Nonresident Fee:	\$95/hour Full Court, \$70/hour Half Court	\$200 deposit
Affiliate Group:	\$60/hour Full Court, \$45/hour Half Court	\$100 deposit

Willow Park Sports Fields- Baseball, Softball, Field

Resident Fee:	\$50/hr (w/o lights)	\$50 deposit
Nonresident Fee:	\$75/hr (w/o lights)	\$50 deposit

Tennis Courts

Resident Fee:	\$15/hr, \$20 11/2 hour
Nonresident Fee:	\$20/hr, \$25 11/2 hour

Willow Park Pavilion

Resident Fee:	\$40/hr	\$50 deposit
Nonresident Fee:	\$65/hr	\$50 deposit

Residents' Center Room

Resident Fee:	\$45/hour	\$100 deposit
Nonresident Fee:	\$70/hour	\$100 deposit

Board Room

Resident Fee:	\$10/hour
Nonresident Fee:	\$20/hour

Clarkson Park

Clarkson Building

Rental Dates: March – mid-December (not available to rent during ice skating season)

Capacity: 75-100 people

Weekdays: Resident Fee: \$50/hr Nonresident Fee: \$65/hr

Sat, Sun, Holidays – Minimum of 3 hrs

Resident Fee:	\$225 for first 3 hours, \$40 each additional hour
Nonresident Fee:	\$325 for first 3 hours, \$60 each additional hour

Cavallari Pavilion

Weekdays: Resident Fee: \$30 for first 3 hours, \$10 per each additional hour
Nonresident Fee: \$50 for first 3 hours, \$20 per each additional hour

Sat, Sun, Holidays – Minimum of 3 hrs

Resident Fee:	\$40 for first 3 hours, \$20 each additional hour
Nonresident Fee:	\$80 for first 3 hours, \$40 each additional hour*Nonrefundable Reservation

Deposit: \$50

(Reservation Deposit will be applied to balance of rental fee and are due when the application is submitted.)

**Refundable Damage Deposit: \$100

(Damage Deposit will be refunded provided that all rules and policies are followed and no damage occurs and is due one week prior to the event)

*****Liquor Liability Insurance: \$170 (1-100 people), \$190 (100 people or more)
(Liquor Liability Insurance is mandatory if alcohol is provided)**

**If you are hosting an event where liquor will be sold or a caterer is providing the liquor you will need to contact the Village of Northfield to obtain a liquor permit. The village contact is Linda Gittel @847/446/9200 x2231

Northfield Park District
 401 Wagner Rd
 Northfield, IL 60093
 Phone: 847-446-4428 Fax: 847-446-4431

APPLICATION FOR RENTAL/USE PARK DISTRICT FACILITIES

Applicant Name/ Organization: _____ Date: _____

Address: _____

Day Phone: () _____ Street _____ City _____ Zip _____
 Cell Phone: () _____

Email: _____ Fax: () _____

Date(s) Requested: _____

Hours requested (please include set-up & clean-up time): _____ to _____

Type of activity planned: _____

Will sound equipment be used: Yes _____ No _____ If yes please describe below under special setup needs

Will Liquor be served? Yes _____ No _____ Will a fee for participants be charged? Yes _____ No _____

Will you be utilizing a caterer? Yes _____ No _____

Number of participants anticipated: Total _____ Adults _____ Children (under 16) _____

Rooms Requested

- | | | | | | | | |
|----------------------|--------------------------|---------------------|--------------------------|--------------------|--------------------------|-----------------|--------------------------|
| Residents Center | <input type="checkbox"/> | Willow Park Diamond | <input type="checkbox"/> | Clarkson Building | <input type="checkbox"/> | Willow Pavilion | <input type="checkbox"/> |
| Board Room | <input type="checkbox"/> | Willow Park Field | <input type="checkbox"/> | Cavallari Pavilion | <input type="checkbox"/> | | |
| Community Center Gym | <input type="checkbox"/> | Fox Meadow Field | <input type="checkbox"/> | Tennis Court | <input type="checkbox"/> | | |

Please indicate any special setup needs (number of tables, chairs, sound equipment etc): _____

Credit Card #	Exp. Date:	Amount \$
Type of Credit Card (please circle) MC VISA DISC	Signature:	

Applicant has read the above information for accuracy and agrees to adhere to all regulations as listed on the reverse side.

Signature of Applicant

Date of Application

This portion for OFFICE USE ONLY

Rental Fee: \$ _____
 Reservation Deposit (applied toward final balance): \$ _____
 *Refundable Damage Deposit: \$ _____
 Liquor Liability Insurance Premium: \$ _____
 Total Due: \$ _____

Approved By:
Date:

*If paying by check, please pay with two checks, one for the damage deposit, and one for the rental fee. If paying by credit card, your card information will be held in lieu of a deposit, and will only be charged if necessary, and upon notification.

Rental Rules/Regulations

1. Park District activities have priority in all facility usage.
2. Any individual or group applying for use of the facility must complete and submit the appropriate rental forms and be approved before usage.
3. A refundable deposit will be charged. Deposits shall be refunded approximately 2 weeks after the date of the rental if the room was left in an orderly state. Additional fees will be added if any damage occurs from misuse of the facility and its property.
4. Individuals applying for a rental must be 21 years of age, be present at the rental period and assume responsibility for all actions of the group and usage of the room and equipment including the chaperoning of minors.
5. A rental permit shall be revoked at any time due to misconduct of individuals, falsification of information, misuse of property or failure to comply with Park District rules and regulations. Rental payment will be forfeited to the Park District and future permits will not be issued to group or individuals involved.
6. Park District reserves the right to prohibit any rental application that is contrary to the public safety and welfare.
7. The Park District must approve use of loudspeaker or public address instruments.
8. Rental information including forms, fees, hour, room availability, and rules/regulations are available at the Community Center.
9. The user will be charged an alarm fee each time the alarm is set off.
10. User shall ensure that no alcoholic beverages or controlled substances will be brought in, onto or upon the designated facility without liquor liability insurance. You may be asked to contact the Village of Northfield to determine if a liquor permit is also required. There is no smoking in any facility.
11. This agreement may be cancelled by User or District with 10 working days advance written notice received by the other party prior to commencement of the Use Period, in which case the Facility Fee will not be payable and all rights of each party hereunder shall terminate. The Facility Fee shall be paid in all other circumstances whether or not the designated facility is used by the user.
12. Proof of insurance naming the Park District as additionally insured is required for some activities.
13. All decorations MUST be completely removed and all garbage is to be picked up and disposed of. All facilities must be returned to the state they were found in after the rental. Failure to do so will result in losing some of the security deposit.
14. The Park District reserves the right to relocate any rental location based on unforeseen circumstances.
15. Any food/beverage brought into the facility/room must be kept inside the facility/room. No food/drinks allowed in the Community Center Gym.
16. We require a 50% NON-REFUNDABLE DEPOSIT for all Willow Park field rentals. Your request will NOT be put onto the field schedule until we receive this deposit. Your final balance is due 7 days prior to the start of your field rental. You have up to one month prior to your rental start date to cancel or adjust your times, after which you will be responsible to pay for all time reserved.

Waiver & Release of All Claims

The undersigned participant agrees to obey all Park District rules and regulations, as well as Park District employees. As a user of this park/facility, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including deaths, damages or loss which I may sustain as a result of participating in any and all activities connected with or associated with the use of stated park/facility. I agree to waive and relinquish all claims I may have, as a result of used of stated park/facility, against the Northfield Park District and its officers, agents, servants and employees. I do hereby fully release and surcharge the Northfield Park District and its officers, agents, servants and employees from any and all claims form injuries, including death, damage or loss which I may have or which may accrue to me on account of my used of stated park/facility. I further agree to indemnify and hold harmless and defend the Northfield Park District and its officers, agents, servants and employees from any and all claims resulting from injuries, including death, damages, and losses sustained by me and arising out of, connected with, or in any way associated with the use of stated park/facility. I have read and fully understand the above details and Waiver and Release of Claims. Before this facility application is considered approved, the person listed must sign this Waiver and Release of All Claims. Where users are under 18 years of age, this Waiver and Release of All Claims must be read and signed by their parent or legal guardian.

The signed (front of application) agrees that he/she will be responsible to the Board of Commissioners of the Northfield Park District for the use and care of the Park District property. He/she further agrees that the activity will conform with that stated in the application and Park District Ordinances.

Clarkson Lodge/Park Rental Use Agreement

Please initial next to each item.

1. All applicants must provide a credit card number to reserve the Clarkson Lodge. You may still pay by check or cash at the time your deposit or final payment is due. The credit card number will serve as your \$100 damage deposit. Your credit card will only be charged in the case that there was damage done to the Lodge or Park due to your event. _____
2. All clean-up must be completed immediately after your rental. _____
3. All trash must be placed in the garbage cans. _____
4. All liquor bottles and beer cans must be emptied and placed in trash cans. _____
5. There is NO SMOKING in Clarkson Lodge. _____
6. NO items may be left behind. Do NOT leave items behind in the kitchen or the refrigerator. _____
7. Do not tape items to the painted walls. All decorations must be removed. _____
8. NO glitter or confetti is allowed in Clarkson Lodge. You must get permission from Lara Piner before using all candles with the exception of birthday cake candles. _____
9. All items owned by the Park District brought outside during your rental i.e. grill, tables and chairs; must be put back in Clarkson Lodge before leaving. _____
10. Clarkson Lodge will be cleaned and set- up four hours before your rental- No sooner unless special arrangements have been made with Lara Piner, Recreation Supervisor.

You may pick up your key 24 hours prior to your rental and it must be returned within 24 hours after your rental. To make special arrangements regarding key pick up or drop off you must speak with Lara Piner, Recreation Supervisor.

Signature _____

Date _____