



Park & Facility Rental Rates

401 Wagner Road, Northfield, IL 60093

Phone: (847) 446-4428 Fax: (847) 446-4431

NORTHFIELD COMMUNITY CENTER

Community Center Gym

Resident Fee: \$70/hour Full Gym, \$45/hour Half Gym (see Rental Rules/Regulations #12 for details)
N/R Fee: \$95/hour Full Gym, \$70/hour Half Gym (see Rental Rules/Regulations #12 for details)
Affiliate Fee: \$70/hour Full Gym, \$45/hour Half Gym (see Rental Rules/Regulations #12 for details)

Residents Center Room

Resident Fee: \$50/hour for full room - \$30 for half
N/R Fee: \$70/hour for full room - \$40 for half
With Kitchen: Additional \$20/hour*

*\$100 damage deposit required for kitchen use and may also be required depending on type of rental.

Community Conference Room

Includes a 70-inch flat screen TV with connections to the conference table for presentations. Attached breakroom with kitchenette may be available upon request.

Resident Fee: \$30/hour
N/R Fee: \$40/hour

WILLOW PARK

Picnic Shelter

Resident Fee: \$40/hour
N/R Fee: \$65/hour

Tennis Courts:

Resident Fee: \$15/hour
N/R Fee: \$20/hour

Willow Park Sports Fields

Resident Fee: \$50/hour (see Rental Rules/Regulations #13 for details)
N/R Fee: \$75/hour (see Rental Rules/Regulations #13 for details)
Light Charges: Field#1: \$6/hour Field#2: \$12/hour Field#3/4: \$9/hour

CLARKSON PARK

Park facilities can only be booked up to 3 months in advance unless booking a full day event or wedding. Gas grill available to rent for \$50 fee.

Clarkson Lodge (Capacity: 75 people)

Weekdays

Resident Fee: \$50/hour
N/R Fee: \$65/hour

Sat, Sun, Holidays – Minimum of 3 hrs

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

Cavallari Pavilion (Capacity: 25 people)

Weekdays

Resident Fee: \$10/hour
N/R Fee: \$20/hour

Sat, Sun, Holidays – Minimum of 3 hrs

Resident Fee: \$40 for first 3 hours, \$20 each additional hour
N/R Fee: \$80 for first 3 hours, \$40 each additional hour

The Following Procedures May Apply to All Rentals:

Nonrefundable Reservation Deposit: \$50

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

Refundable Damage Deposit: \$100

(Damage Deposit is required if paying by cash or check. If paying by credit card, it may be subject to additional charges up to \$100 following rental.)

Liquor Liability Insurance: Is mandatory if alcohol is provided. Insurance can be obtained through theeventhelper.com with the Northfield Park District as Certificate Holder. Contact Nada Becker at nbecker@northfieldparks.org or (847) 446-4428 with questions.

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. Damage Deposit is required if paying by cash or check. If paying by credit card, it may be subject to additional charges up to \$100 following rental. Deposits shall be refunded within 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 a liquor permit. There is no smoking in any facility.
11. Clarkson and Resident Center rentals 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. We require a 25% NON-REFUNDABLE DEPOSIT for all Community Center gym rentals. Your request will not be put onto the gym schedule until we receive this deposit. Your final balance is due 7 days prior to the start of gym rental. If you are renting for 3 or more months a monthly schedule may be used. You have up to ONE MONTH PRIOR to your rental start date to cancel (minus the deposit) or adjust your times, after which you will be responsible to pay for all time reserved.
13. 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 (minus the deposit) or adjust your times, after which you will be responsible to pay for all time reserved.
14. Proof of insurance naming the Park District as additionally insured is required for some activities.
15. All decorations MUST be completely removed and all garbage is to be collected and placed in receptacles outside of the building. All facilities must be returned to the state they were found in after the rental. Failure to do so will result in losing a portion of the security deposit.
16. The Park District reserves the right to relocate any rental location based on unforeseen circumstances.
17. Any food/beverage brought into the facility/room must be kept inside the facility/room. No food/drinks allowed in the Community Center Gym.

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 from injuries, including death, damage or loss which I may have or which may accrue to me on account of my use 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.



Facility Rental Application

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Phone: (847) 446-4428 Fax: (847) 446-4431

For Office Use Only

Party Fee: \$ _____

Deposit: \$ _____

Balance Due: \$ _____

Approved By: _____

Final Payment Due On: _____

Applicant Name/Organization _____

Address _____

City, State, Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

Today's Date _____ Date(s) Requested _____

Time Requested (set-up & clean-up time must be included in rental time) _____ to _____

Type of Activity Planned _____

Will sound equipment be used? Yes No If yes, please describe: _____

Will liquor be served? Yes No If yes, mandatory liquor liability insurance is required. Insurance can be obtained through eventhelper.com. For details, please contact Nada Becker (847) 446-4428 .

Number of Participants Anticipated: Total _____ Adults _____ Children (Under 16) _____

Please list any outside entertainment, food, beverage and/or other contractors you will be using for your event. An insurance certificate is required.

Facilities Requested (Check all that apply)

<u>Community Center</u>		<u>Willow Park</u>		<u>Clarkson Park</u>	
Community Center Gym		Willow Park Diamond Field(s) Requested _____		Clarkson Lodge	
Residents Center		Tennis Courts # of Courts Requested _____		Cavallari Pavilion	
Community Conference Room		Picnic Shelter		Gas Grill Rental (+\$50)	

Credit Card # _____

Exp. Date _____ CVC _____ Payment Amount _____

Authorized Signature _____

Applicant has read the above information for accuracy and agrees to adhere to all regulations as listed in the Rental Use Agreement.

Signature _____ Date _____

If paying by check, please pay with two checks, one for the \$100 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. Balance is due 10 business days prior to your event.

Clarkson Park and Lodge 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 or if you or your items were found in the building prior to your scheduled rental time. _____
2. ALL clean-up must be completed immediately after your rental. _____
3. ALL trash must be placed in the outside garbage cans. _____
4. ALL liquor bottles, beer and soda cans must be emptied and placed in the outside trash or recycling 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. No candles are allowed with the exception of birthday cake candles. _____
9. All items owned by the Park District brought outside during your rental i.e. tables and chairs, must be put back in Clarkson Lodge before leaving and the key must be returned to the Northfield Community Center or put in the Lodge mailbox within 24 hours after your rental. _____
10. I understand that I must have liquor liability insurance and a certificate turned in if I plan to have liquor at my event. _____
11. I understand that my full rental payment is due ten business days prior to my event or my event will be cancelled. _____

CLARKSON LODGE KEY POLICY

You may pick up your key 30 minutes prior to your rental. It must be returned to the Northfield Community Center or dropped into the Lodge mailbox within 24 hours after your rental. To make special arrangements regarding key pick up or drop off, contact Nada Becker, Communications and Marketing Manager. If you require special set up time, you must include those hours in your rental fee. If staff finds your items or you in the building before your scheduled rental, you will automatically be charged for those additional hours.

Signature _____ Date _____