

2009 Park/Pool Rental Policy Statement

1. No pavilion/pool is reserved for any person until all necessary paper work and fees are submitted to the Parks Office. **Reservations will not be taken over the phone.** Fees and paperwork must be received at least two weeks prior to the date of the event. A confirmation letter will be given or sent to the applicant and **must be posted at the site on the rental date.** This is the only proof that a facility has been reserved for them. Rental of a pavilion does not preclude other residents from using the park on that day. It merely ensures that no other large group will be scheduled by the Parks Dept. to use the pavilion on that day. Pavilion Park Rentals are available at the following Village Parks: Centennial Park, Williams Park, Pedersen Park and Tim Osmond Sports Park. The Saw Mill Park may be booked for special events such as wedding ceremonies.

2. No refunds. Rain dates may only be rescheduled after the initial date.

| <u>Pavilion Fee's:</u> | <u>Antioch Residents</u> | <u>Non Residents</u> | <u>Deposit</u> |
|------------------------|--------------------------|----------------------|----------------|
| Under 50 People | \$50 | \$100 | \$50 |
| 50-150 People | \$75 | \$125 | \$100 |
| Over 150 People | \$150 | \$200 | \$100 |
| Pool (8-10 p.m.) | \$150 | \$200 | \$100 |
| Alcohol Permit | \$25 | \$ 25 | N/A |

Deposits and fees may be written on one check, made payable to the Village of Antioch. All deposits and fees will be cashed upon receipt of the check and a reimbursement check will be issued by Village Hall **after** the date of rental, as long as you clean up after yourself and there were no problems reported.

REFUNDS ARE PROCESSED ON THE 1ST AND 3RD MONDAY OF EACH MONTH AND THEN SENT IN THE MAIL.

4. Reservations for the year will be taken after January 1. Pavilions are rented during the months of May - October. Pool Rentals are subject to staff availability and only during June - August.

5. **The sale of alcohol is strictly prohibited in all public parks.** For park rentals the use of alcohol may be permitted upon the issuance of an alcohol permit for the additional fee of \$25.00. Alcohol permits will never be issued for pool rentals and when issued for park rentals, **must be accompanied by a Certificate of Insurance naming the Village of Antioch as additional insured.**

6. The following is a list of things that the applicant is responsible for when renting a park or pool:
 -Cleaning up of all messes made during the party. This includes clearing trash from the pavilion, pool deck and from the park.
 -Emptying of the garbage into dumpsters. (Please do not use staples on the picnic tables).

Damage deposits are refundable provided all rules and policies are followed and no damage occurs! If you arrive at a site that has been left a mess or that has been vandalized or if there are any other problems with the site, please call Police Dispatch at 847-395-8585. A duty man will be called out to the site ASAP.

The following **Antioch** groups will not be charged a rental fee for use of pavilions **on weekdays** (Monday – Thursday) however, deposit and proof of insurance is required. **All groups will be charged for Pool use and pool rentals. NEW: All groups will be charged for pavilion rentals booked on Fridays – Sundays** and open holidays. There may also be additional charges for use of Village staff.

- | | |
|------------------------------|-------------------------------|
| Schools | Lions Club |
| Scouts | Rotary |
| Church groups | Antioch Youth Baseball |
| Viking Football/Cheerleaders | Library |
| Swim Team | Rescue Squad |
| Chamber of Commerce | Antioch School Class Reunions |
| Police & Fire Depts. | Moose |
| Garden Club | A.A.R.P. |

2009 Village of Antioch Park Rental Application

Date of Rental: _____ Applicants Name: _____

Street Address: _____ City & State: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____
 (Phone numbers are for contact purposes only.)

Facility Rented: Centennial Park Williams Park Pedersen Park Saw Mill Tim Osmond Other _____
 (Circle One)

Hours of Use: _____ to _____ (All parks close at dusk.) Number of People Attending _____

Electric Required? (No additional charge.) Y N Alcohol Permit? (\$25.00 Fee) Y N
 (Electric is NOT available at Pedersen Park. Alcohol Permit NOT available for Pool Rentals.)

Purpose of Rental: _____

Additional notes: _____

| Fees: | Antioch Residents | Non Residents | Deposit |
|-----------------|-------------------|---------------|---------|
| Under 50 people | \$50 | \$100 | \$50 |
| 50-100 people | \$75 | \$125 | \$100 |
| Over 150 people | \$150 | \$200 | \$100 |
| Alcohol Permit | \$25 | \$25 | |

BELOW IS FOR OFFICE USE ONLY

| | | | |
|---|--|---------------|-------------------------|
| Fee amount: \$ _____ | Check/Cash _____ | Date Pd _____ | Employee Initials _____ |
| Deposit Amount: \$ _____ | Check/Cash _____ | Date Pd _____ | Employee Initials _____ |
| Remaining Balance _____ | Due on: _____ (2 Weeks Prior to Event) | | Paid on _____ |
| Alcohol Permit: Yes No | Amount Pd: \$ _____ Date Pd _____ | | |
| Proof of Insurance: Yes No | Date Received: _____ | | |
| Confirmation Sent Date: _____ | Employee Initials: _____ | | |
| Deposit Returned and Letter Date: _____ | Employee Initials _____ | | |

Rental of a park does not preclude Antioch residents from using the park on this day. It merely ensures that we will not rent the pavilion o any other group on that day.

I have received a copy of the General Park Rules and have read and understand them.

Initial _____ *Date* _____

PLEASE READ & SIGN BACK OF THIS APPLICATION

PLEASE READ and SIGN WAIVER!

Release Form

We/I _____ whose principal address is

_____ do hereby agree to hold the Village of Antioch harmless from any and all liability of whatever nature and kind, including DRAM SHOP LIABILITY as a result of the Village of Antioch allowing the applicant to use the Village parks for social and recreational purposes of the applicant. This hold harmless agreement includes all costs including reasonable attorney fees resulting from the applicant's use of the park. The applicant agrees to be responsible for all guests and invites as herein before outlined.

The considerations for this agreement are the mutual promises and covenants contained in this agreement, the sufficiency of which is acknowledged by the parties.

Having read the Park Rental Policy Statement and the above conditions of permit and agree to the same, I do hereby sign the agreement.

Conditions of Alcohol Permit If Applicable

THE POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES IS SPECIFICALLY PROHIBITED IN ALL PARK AREAS UNLESS THE PROVISIONS OF ORDINANCE 75-6-13, SECTION 8-4-5-E HAVE BEEN COMPLIED WITH PRIOR TO ISSUANCE OF a PERMIT.

Applicant Signature _____ Date _____

2009 Park Rental Alcohol Permit Request

Applicant Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Facility: _____

Date: _____ Time: _____ to _____ (No later than 10 p.m.)

Number of People: _____

Purpose: _____

For Office Use Only:

Alcohol Permit Fee: \$25

Alcohol Permit Fee Paid on: _____ by: Check # _____ or Cash Initials: _____

CONDITIONS OF ALCOHOL PERMIT

The possession and consumption of alcoholic beverages is specifically prohibited in all park areas unless the provisions of Ordinance 75-6-13, Section 8-4-5-E have been complied with prior to issuance of this permit.

Application for use must be filed in accordance with the provision of Ordinance 75-6-13, Section 8-4-5-C

The permit will be issued to the insured applicant.

FOR OFFICE USE ONLY

Insurance Policy #: _____

Expiration Date: _____

Signed: _____

Original copy mailed to applicant _____ (Date). Keep copy on file.