

GOLF MAINE PARK DISTRICT

2025 OUTDOOR FACILITY RENTAL PERMIT APPLICATION

This Rental Permit Application and all supporting documentation may be mailed or dropped off to: Golf Maine Park District, Feldman Recreation Center, 8800 w. Kathy Ln, Niles 60714. Must be twenty-one (21) years of age.

APPLICANT/ORGANIZATION INFORMATION

APPLICANT NAME:	
ORGANIZATION NAME:	
DATE:	
ADDRESS:	
CITY:	
STATE:	
ZIP CODE:	
EMAIL:	
PHONE #:	
CONTACT PERSON:	
PHONE #:	

OUTDOOR FACILITY REQUEST INFORMATION

FACILITY REQUESTED:	
DATE(S) REQUESTED:	
START / END TIME:	
NUMBER OF PARTICIPANTS:	
DESCRIPTION OF ACTIVITY:	

	<u>SUN.</u>	<u>MON.</u>	<u>TUES.</u>	<u>WED.</u>	<u>THUR.</u>	<u>FRI.</u>	<u>SAT.</u>
<u>FIELD HOURS</u>	<u>9AM-10PM</u>	<u>9AM-10PM</u>	<u>9AM-10PM</u>	<u>9AM-10PM</u>	<u>9AM-10PM</u>	<u>9AM-10PM</u>	<u>9AM-10PM</u>
<u>SPRAY PARK HOURS</u>	<u>10AM-2PM</u>	<u>CLOSED</u>	<u>10AM-2PM</u>	<u>10AM-2PM</u>	<u>10AM-2PM</u>	<u>10AM-2PM</u>	<u>10AM-2PM</u>

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OUTDOOR FACILITY RATES

<u>FACILITY</u>	<u>RATE</u>	<u>SECURITY DEPOSIT</u>	<u>EQUIPMENT PROVIDED</u>
EAST PICNIC SHELTER	\$35/HR	\$200	3 PICNIC TABLES
WATER SPRAY PARK	\$50/HR	\$200 (MAX CAPACITY 75)	2 PICNIC TABLES
SAND VOLLEYBALL (PER COURT)	\$20/HR	\$200	N/A
BASEBALL FIELD	\$40/HR	\$200	BASES / LINING
SOCCER FIELD	\$50/HR	\$200	GOALS
CRICKET FIELD	\$80/HR	\$200	PITCH
FIELD (SPECIAL EVENT)	Call for info.	Call for info.	20 TABLES / 130 CHAIRS
FIELD LIGHTS	\$35/HR	N/A	N/A
BOUNCE HOUSE	\$225/2HRS	\$200	SETUP / STAFF PROVIDED

***THERE IS A 2-HOUR MINIMUM FOR ALL OUTDOOR RENTALS**

SECURITY DEPOSIT INFORMATION

The Park District requires a refundable damage deposit at the time of booking to secure the date. If applicable, the deposit will be retained to cover excessive clean-up cost and/or damage to property or equipment. Pictures will be taken of all areas to ensure spaces are cleaned, and to make sure there is no damage done. **The deposit must be made by credit/debit card only.** If you're booking multiple dates, the security deposit information is as follows:

1 RENTAL DATE	\$200.00
2-5 RENTAL DATES	\$400.00
6-15 RENTAL DATES	\$500.00
16+ RENTAL DATES	\$1000.00

The security deposit will be refunded after all rental dates have been completed. The Park District has up to ten (10) business days to process the deposit refund.

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ADDITIONAL SPECIAL USE ITEMS

APPLICANT MAY ARRANGE FOR ADDITIONAL SPECIAL USE ITEMS TO PLACE ON THE PARK DISTRICT'S PROPERTY, SUBJECT TO APPROVAL. THERE IS A \$25.00 PER SPECIAL USE ITEM.

<u>SPECIAL USE ITEM</u>	<u>QTY</u>	<u>DETAILS</u>	<u>REQUIREMENTS</u>
AMPLIFIED EQUIPMENT		DJ / LIVE BAND / SPEAKERS	CERTIFICATE OF LIABILITY INSURANCE
CANOPY TENT (LARGER THAN 10'X10')		SIZE:	CERTIFICATE OF LIABILITY INSURANCE / PLACED IN DESIGNATED AREA BY PARK DISTRICT OFFICIALS
PERSONAL GRILL (GAS GRILL ONLY)		SIZE:	CERTIFICATE OF LIABILITY INSURANCE / PLACED IN DESIGNATED AREA BY PARK DISTRICT OFFICIALS
FOOD VENDOR		LIST:	CERTIFICATE OF LIABILITY INSURANCE / CURRENT HEALTH CERTIFICATE
INFLATABLES		LIST:	CERTIFICATE OF LIABILITY INSURANCE
GENERATORS		USED FOR:	CERTIFICATE OF LIABILITY INSURANCE
STAGE / PLATFORM		SIZE:	CERTIFICATE OF LIABILITY INSURANCE
DUMPSTER (ADDITIONAL FEE)		PARK DISTRICT WILL PROVIDE DUMPSTER UPON REQUEST	COST: \$175.00
TOTAL ITEMS:		X \$25	
	TOTAL		



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RENTAL RULES AND REGULATIONS

- 1) Facility rental applications must be completed in full, signed by an adult (21 years or older) who assumes full responsibility for the group and be present during the entire usage period. This is on a first come first serve basis. Inaccurate information will result in cancellation of the permit.
- 2) Full payment of all fees is required twenty-one (21) days prior to the event. A permit will be considered canceled should payment in full not be received twenty-one (21) days prior to the commencement of the permit.
- 3) The outdoor facility will be used only during the hours as stated on the permit. Applicants set-up and clean-up must be included in the time stated on the request for a permit. This permit must be available for inspection by authorized personnel. There is a 2hr minimum rental for all outside rentals.
- 4) Individuals/groups are required to vacate the facility at the time designated on this rental permit application.
- 5) Renter will be required to provide a certificate of insurance with minimum coverage including Commercial General Liability of \$1,000,000 per occurrence and \$2,000,000 of general aggregate insurance, as well as naming the Golf Maine Park District and its officials, officers, employees, agents, and volunteers as additional insureds. Renter shall furnish the Park District with all certificates and policies of insurance, including appropriate additional insured endorsements, required under this Rental Permit Application prior to the commencement of the permit.
- 6) For weather related cancellations, there must be rain present three hours before or during your event to get a full refund. A refund will not be issued in anticipation of rain.
- 7) To avoid consumer confusion the following verbiage must be included on any approved publicity and/or advertising - "This is not a Golf Maine Park District sponsored event. We are not affiliated, associated, authorized, endorsed by, or in any way officially connected with Golf Maine Park District." A copy of the publicity/advertising must be submitted to Golf Maine Park District prior to posting.
- 8) The Golf Maine Park District reserves the right to cancel rentals due to unavoidable circumstances. All money will be returned in this instance. Facility usage policies are subject to change without prior notice.
- 9) Alcoholic beverages are **not allowed** on the Park District's property. If Park District Staff finds alcohol within your rental group on Park District property, your rental will be shut down immediately and you will forfeit all rental fees and deposit. The Cook County Sheriffs Police will be called immediately.
- 10) All rules, regulations and policies of Golf Maine Park District must be adhered to, including but not limited to, "An Ordinance Regulating the Use of the Parks and Property Owned or Controlled by Golf Maine Park District." It is the responsibility of the renter to see that their guests follow all facility rules.
- 11) Outdoor rentals with 400 participants or more must have a license and bonded security company onsite during the entire rental. The renter will be responsible for all costs associated with the security company. The renter is responsible for submitting all paperwork to the Park District official. The fee is \$39/hr per security personnel. The Park District will decide how many security personnel are required.
- 12) The Park District reserves the right to have Cook County Sheriffs Police onsite during the rental time to secure the perimeter of the Park District. The renter will be responsible for all fees associated with the Cook County Sheriffs Police. The fee is \$60/hr per officer. The Park District will decide how many officers are needed.
- 13) Rental groups with 400 participants or more are required to submit an application and deposit sixty (60) days in advance of the rental date.
- 14) Rental groups with 1000 participants or more are required to fill out additional paperwork for IDPH (Illinois Department of Public Health).



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I, the undersigned, hereby certify that I am the appointed representative requesting the use of the outdoor facility. I declare that the information contained in this Rental Permit Application is true and correct to the best of my knowledge. I hereby attest that I am at least twenty-one (21) years of age.

I have read and understand the above rules and regulations and agree to abide by them. I agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations, including, but not limited to, "An Ordinance Regulating the Use of the Parks and Property Owned or Controlled by Golf Maine Park District." I understand that failure to meet all requirements set forth herein may result in the denial or cancellation of the rental permit.

Signature of Applicant

Date

Print Name

Hold Harmless Agreement

Applicant and/or the sponsoring organization ("permittee") agree to reimburse the Golf Maine Park District for all loss incurred by it in repairing or replacing damage to Park District property proximately caused by the permittee, its officers, employees, agents, volunteers or any other persons using the Park District's facility who were or should have been under permittees control.

Permittee further agrees to defend without costs, indemnify and hold harmless the Park District, its officials, officers, agents, employees and volunteers from any liability to any persons, damages, losses or injuries arising out of or alleged to arise out of the permitted event which was proximately caused by the actions of permit-tee, its officials, officers, employees, agents, volunteers or any other persons using the facility who were or reasonably should have been under the control of permittee.

I, the undersigned, acknowledge that I have read and fully understand the Hold Harmless Agreement.

Signature of Permittee

Date



GOLF MAINE PARK DISTRICT

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Print Name _____

DATES REQUESTED:



MAY: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

JUNE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

JULY: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

AUGUST: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

SEPTEMBER: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

OCTOBER: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

TIMES: _____

INVOICE #: _____

FOR OFFICE USE ONLY

TOTAL HOURS REQUESTED: _____

DATE PAID: _____

PAYMENT: _____

RENTAL FEE: _____

TOTAL: _____

DATE PAID: _____

PAYMENT: _____

LIGHT FEE: \$35 X _____ = \$ _____

DEPOSIT FEE: \$ _____

APPROVED BY: _____

DATE: _____

TOTAL FEE: \$ _____

CREDIT CARD: VISA / MASTERCARD / DISCOVER

CASH: _____

CREDIT CARD #: _____ - _____ - _____ - _____

EX. DATE: _____ / _____

CVV#: _____

BILLING ZIP CODE: _____