

Pavilion Rental



505 W. Stoughton Ave., 61801 | 217-367-1544 Permit # _____ Rental Dates: / /

RENTAL REQUEST FORM

Full Name (please print) _____ Organization _____

Address _____ City _____ State _____ Zip _____

Home - _____ Work - _____ Cell - _____

Email _____ Birthdate _____

Best Way to Contact (Check One) Cell Phone Home Phone Work Phone Email

CHECK THE PAVILION YOU WOULD LIKE (Seating Capacity/Price per Timeslot)

Off Season (November 1-March 31) = \$50 per pavilion, per time slot

<input type="checkbox"/> Crystal Lake Park	<input type="checkbox"/> Meadowbrook Park	<input type="checkbox"/> AMBUCS Park	<input type="checkbox"/> King Park
<input type="checkbox"/> Large (176/\$110)	<input type="checkbox"/> PrairiePlay (48/\$85)	<input type="checkbox"/> Nick Santi (64/\$95)	<input type="checkbox"/> Jettie Rhodes (64/\$95)
<input type="checkbox"/> North Woods (48/\$85)	<input type="checkbox"/> Garden (64/\$95)	<input type="checkbox"/> Jean Driscoll (120/\$110)	

REQUESTED DATE/DAY/TIME OF EVENT

Date: ___/___/___ Day of Week: _____ Shelter Timeslot: 9:00am-2pm 3:00pm-8:00pm

TELL US MORE ABOUT YOUR EVENT

Briefly describe your event: _____

Number expected to attend: _____ Open to the public? Y N

Will fees/donations/contributions be paid for this event? Y N

Requesting to sell anything (T-shirts, other) requires approval. Describe: _____

Customer agrees to pay all charges applied to their credit card or deducted from their checking account.

I have read all the Rules and Regulations attached. I understand and agree to them as a condition of my use of Urbana Park District parks/facilities. I further understand that noncompliance with these conditions may result in loss of permit, additional fees and charges or any other applicable consequences under the ordinances of the Urbana Park District or under the law.

Signature: _____ Date: _____

Pavilions

These shelters may be reserved for your exclusive use with regular rental fee between April and October. Between November and March a flat \$50 fee per pavilion per time slot applies. All shelters not listed are available to anyone on a first come, first serve basis and may not be reserved.

Pavilion	Park	Shaded	Grill	Seasonal Restroom	Nearby Parking	Lights on a Timer	Water Fountain	Horseshoe Pit	Sand Volleyball	Playground	Ball Field
North Woods Seating for 48 people	Crystal Lake Park	X	X	X	X	X					
Large Pavilion Seating for 176 people	Crystal Lake Park	X	X	X	X	X	X	X	X		
PrairiePlay Seating for 48 people	Meadowbrook Park			X	X	X	X				
Garden Pavilion Seating for 64 people	Meadowbrook Park			X	X	X	X				
Jean Driscoll Seating for 48 people	AMBUCS Park		X	X	X	X	X			X*	
Nick Santi Seating for 64 people	AMBUCS Park		X	X	X	X	X			X*	
Jettie Rhodes Seating for 64 people	King Park			X	X	X	X			X	X

*Accessible

FEES/CHARGES --- OFFICE USE ONLY

From Above	Pavilion Rental Fee x # of Time Slots _____ OR \$50 per time slots if renting November-March	\$
\$250	Impact Fee This fee includes use of rentable facilities in the park. (Exclusive use by your group prevents rental of these or other park facilities by others). Facility capacity is 177 people - Crystal Lake Park, 121 people - AMBUCS Park, 50 people - Meadowbrook Park	\$
\$200	Park Use Deposit May be refunded in part or in full, depending on amount of clean-up/repair needed after the event. Forfeited if rental is cancelled.	\$
\$30	Early Morning Pavilion Rental For organizations holding public races/events in a park. (7am-9am)	\$
\$15/3 barrels	Garbage Fee For events expecting 100 or more people	\$
\$50	Use of Inflatables, Tents, Bounce Houses, Etc. Fee for you to bring inflatables, pop-up tent or any item placed in the grass. You must secure using sandbags/blocks. (No Stakes)	\$
\$75	Alcohol Permit fee \$25. Alcohol Deposit fee \$50. Your group or you personally must also provide a certificate or liability insurance for \$1,000,000 naming the Urbana Park District as additional insured.	\$

OFFICE USE ONLY - Total Charges

Paid \$ _____ Taken by _____ Date _____
 Permit # _____ Entered by _____ Date _____
 Check # _____ Cash CC: Amex V M D
 Received Alcohol Insurance _____ MCID# _____

Additional Charges _____ \$ _____
List any special rental requests on attached sheet
 Grand Total _____ \$ _____

Pavilion Rental Information for Large Groups

The Urbana Park District may require large groups (177+ Crystal Lake Park, 121+ AMBUCS, 50+ Meadowbrook) serving food to make arrangements to rent a 2 cubic yard dumpster. The Urbana Park District reserves the right to keep a portion or all of your deposit if your group does not take this step when required. Large groups of this size prevent the Urbana Park District from renting other facilities in a park to other individuals or organization because parking and restroom facilities will already be at capacity due to use by your group. AMBUCS Park and Meadowbrook Park are not ideal locations for large events. Crystal Lake Park is much better suited for large gatherings.

What Do I Do on Rental Date?

Bring your Park Use Confirmation form with you to your events. This will match the form posted at the site and confirms your use of the space for the specified time. Call the Urbana Police general number if a conflict arises (217-384-2320).

Urbana Park District Rental Rules & Regulations

Conditions of Use/Waiver and Release of All Claims

You and your group are expected to abide by all posted Urbana Park District rules and regulations and all of the following:

1. No person shall solicit contributions, nor offer to sell or exchange any article or thing, nor buy or offer to buy any article or thing, for any purpose whatsoever, within any of the parks of the District, except by the permission of the Executive Director or Board of Commissioners.
2. No person shall park any motor vehicle in any of the parks of the District except in areas designated for the parking of such vehicles.

Behavior:

Initial: _____

- ◇ Please be considerate of other patrons and minimize noise or other disturbances during your rental.
- ◇ There is NO smoking in any indoor Urbana Park District facility.
- ◇ Candles or other open flame are not permitted without prior approval.
- ◇ Admission fees will not be charged without prior approval and will result in a higher rental rate.
- ◇ Groups are responsible for making sure that all activities are properly controlled and supervised. Adequate adult chaperones must be provided for group members less than 18 years of age. Generally, one chaperone must be provided for every 5-15 minor participants.

Set Up & Clean Up:**Initial:** _____

- ◇ Furniture and equipment are not to be moved without prior approval. Some items are permanent fixtures and cannot be removed.
- ◇ Renter is responsible for leaving the facility in the same condition it was found. All trash is to be picked up, bagged, and taken to the appropriate containers. All decorations must be removed (streamers, signs, balloons, etc.), tables and chairs must be wiped down, floor must be swept, and any other necessary cleaning must be done within the scheduled rental time.

Food and Drink:**Initial:** _____

- ◇ Use of alcoholic beverages is allowed at the Lake House, parks, and pavilions with an alcohol permit. Permits must be applied for and approved and a certificate of insurance naming the Urbana Park District as additionally insured for \$1,000,000 is provided 2 weeks prior to the rental. If a permit is approved, only beer and wine are allowed and they must remain within the rental area. The use of other intoxicants is prohibited at all times.
- ◇ You will need to provide your own caterer, utensils, cups, etc. The Urbana Park District encourages the use of reusable or compostable mugs, plates, and silverware in place of Styrofoam and plastic. Recycling is encouraged.

Payments:**Initial:** _____**Pavilion payments are due at time of request.**

- ◇ All payments are to be made to the Urbana Park District.
- ◇ There will be a \$25 service charge on all returned payments.
- ◇ Cancellations must be made at least four weeks prior to the rental in order to receive a full refund of fees and deposit minus a \$5 scheduling charge. Any cancellations made less than four weeks before the rental will be refunded according to the following schedule:

Date of Cancellation:	Renter Receives:
More than 4 weeks in advance	100% of rental fee + deposit minus \$5 processing fee
27-21 days in advance	75% of rental fee + deposit
20-14 days in advance	50% of rental fee + deposit
13-7 days in advance	25% of rental fee + deposit
Less than 7 days in advance	Entire rental fee is forfeited; deposit is returned

Liability:**Initial: _____**

- ◇ The Urbana Park District reserves the right to have staff present at any meetings or events held in its facilities.
- ◇ The Urbana Park District assumes no responsibility for personal property brought into the facility.
- ◇ Indoor rentals require an employee to be present at all times. Keys will never be issued to any other person or group.
- ◇ Groups requesting use of any facility shall be known to the Urbana Park District. Any group or organization not known shall be asked to present a written statement of its purpose, the reason for the meeting and the names of its officers or leaders.
- ◇ Use of the facility does not imply endorsement or sponsorship of the events by the Urbana Park District. Publicity should be designed to identify clearly and accurately the name of the sponsoring group.
- ◇ It is understood that individuals, groups or organizations using this facility will comply with the laws of the State of Illinois, the City of Urbana and the Urbana Park District.
- ◇ The applicant or group representative will assume liability for any injury or damage done to the building, equipment, participants, or staff during their scheduled rental.
- ◇ The Park Board, the Executive Director, the City of Urbana Police or other authorized personnel may revoke any permit granted, at any time, if it is determined that the application for permit contained any misrepresentation or false statement, or that any condition set forth in the policies governing the permit requested is not being complied with, or that safety of the participants in the activities of the applicant or other visitors to the park/facility is endangered by the continuation of such activity or that the permit needs to be revoked to protect the park/facility or to protect the right of the general public to use the park/facility.
- ◇ By signing the Application Permit Request form you and your group have agreed to follow all Park District rental rules and regulations. Furthermore, you agree to compensate for damage, loss or expenses that occur, hold harmless and defend the District, its officers, agents, servants and employees from any and all claims resulting from injuries, damages and/or losses sustained by yourself or your group as a result of the use of this facility and its adjoining property.
- ◇ Urbana Park District will not be liable for any claims for injury or damages resulting from or arising out of the use of the District's facility or premises and the permit holder agrees to indemnify the Park District and hold harmless against any and all such claims, damages, losses and expenses except to the extent the Park District caused the injury. If requested by the District, the permit holder shall carry insurance against such claims and furnish the District with a certificate of insurance evidencing same.