



ROOM RESERVATION APPLICATION

Today's Date: _____

ALL RENTERS MUST BE AT LEAST 21 YEARS OF AGE

I (We), the undersigned renter (s) agree to lease the following facility of the Mokena Community Park District

Name: _____ Phone: (H) _____ (C) _____

Address: _____ City: _____ State: _____ Zip: _____

Email address: _____ Date of Request 1st choice: _____ 2nd choice: _____

Room(s) Requested: _____ Type of Function: _____ Number of People: _____

From: _____ AM / PM to: _____ AM / PM # of tables _____ Rectangular 30"x72" Max. of 6 chairs per table *(round available)

Organization Name (if applicable): _____ Phone: _____

Are you planning to have vendors? Yes No (DJ, face painting, balloon artist, catered food, etc) If yes, certificate of insurance is required.

If yes, please list vendor(s): _____

Are you planning to have alcohol at your event? Yes No (alcohol must be contained in the room and cannot be sold) If

yes, you will need to purchase alcohol liability insurance. You can purchase through www.theeventhelper.com/partner/pdrma.

Rental payment must be finalized 14 days prior to the rental date. Rentals made with less than a 30-day notice must be paid in full at time of booking.

Oaks Rental Room Fee Information – Rental fees for Parties Available on the Party Request Application

Table with 4 columns: Room, Capacity, Rental Fee Per Hour, Deposit. Rows include Walnut, Chestnut, 1 - Gym Court, Kitchenette, and Round Tables*.

Staff Use Only

Staff Initials _____

Facility Fee: \$ _____ Add-on Fee(s): \$ _____ Deposit Fee: \$ _____ = Total: \$ _____

Date Paid: _____ Amount Paid: \$ _____ Balance Due: \$ _____ Date Due: _____

RULES AND REGULATIONS

- A. As used in this Agreement, "Mokena Community Park District" includes its officers, officials, agents, employees and volunteers.
B. As used in this Agreement, "Premises" and "Facilities" includes all leased facilities and common areas, including but not limited to parking, facilities, restrooms, walkways, hallways, etc.

The parties hereby agree as follows:

- 1. renter (s) shall secure date with 50% deposit of the rental fee and a \$100/Resident or \$200/Non-resident refundable security deposit.
2. Cancellations or rescheduling made up to 14 business days before the event will forfeit 50% of the deposit.
3. Facility use is the time designated on the application. renter(s) must allow time for set up and clean-up of the event in the hours rented.
4. I (We), are agree that items may not be attached to any wall, floor, window, or ceiling with nails, tape, staples or any other substance in order to prevent damages to the room.

5. No rice, birdseed, confetti, glitter or open flames of any type will be permitted.
6. renter (s) will receive written notification if any or all of the deposit was held due to violations of this Agreement.
7. renter (s) shall be responsible for inspecting the facility and bringing to the Mokena Community Park District's attention any potential dangers, safety hazards or problems. Renter (s) is solely responsible for determining whether said facility (s) is safe, appropriate, and/or compatible for renter's intended use.
8. The renter (s) shall not enter, occupy or use this listed facility until or after the time (s) and date (s) specified above.
9. It is fully understood and agreed by the parties that the renter (s) guarantees to defend, indemnify and hold harmless the Mokena Community Park District, its officers, it's officers as individuals, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) relating in any way to threatened or actual court proceedings, lawsuits and damages involving injury to or death of any person or persons whatsoever, caused by, connected with or arising directly or indirectly, wholly or in part, from any use or operation of the Park District premises resulting in any manner from the use authorization granted by the officers. It being further understood and agreed that the Mokena Community Park District assumes no obligation or responsibility in connection with the use of Park District buildings or grounds.
10. That (I) (We), will be responsible for and will pay for any damage to Mokena Community Park District property arising out of the use of the said facility pursuant to this Agreement.
11. Renter (s) and guests will not charge any admission or ticket fees for any event or will not utilize the room for the purpose of advertising or promotion of outside organizations without prior written authorization from the Mokena Community Park District.
12. Illegal substances, smoking, and gambling are strictly prohibited in any facility or on the grounds of public property owned by the Mokena Community Park District. Those persons in violation are subject to arrest. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the Mokena Community Park District under this Agreement.
13. No Mokena Community Park District equipment or property shall be removed from the premises without permission of the Mokena Park District Executive Director. Tables and chairs are to remain inside the building at all times.
14. I (We), agree to clean all rental spaces and to bag all garbage. Place garbage near the room rental door and/or restore the facility to its original condition. All food, beverages, and decorations must be cleaned up and placed into waste bags prior to leaving.
15. I (We) are responsible for any excessive damage including but not limited to floor scrapes, appliance damage, and significant amounts of food or stains found on chairs, floors, tables and/or counter tops.
16. Renter (s) shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement.
17. Renter (s) is solely responsible for providing any and all supervision at all times during renter (s) use of any facility, including but not limited to the leased facility, and all common areas. Additionally, the renter(s) are responsible for ensuring that their guests and invitees follow all applicable rules and regulations for the use of Mokena Park District facilities. Any damages or property disruption may result in partial or full forfeiture of the deposit and possible damages charges.
18. Renter (s) agree to allow Mokena Community Park District staff or Police Officers to enter the facility without notice during the rental period. If any violation of the Agreement is discovered, staff or officers will terminate the function immediately.
19. Renter (s) shall comply with any and all applicable ordinances and policies.
20. Renter (s) will not use any vendors such as DJ, face painting, balloon artist, catered food or inflatable devices without submitting a certificate of liability within a minimum of 7 business days prior to the date of the event. In addition, the Bounce House/Inflatable addendum is required for any inflatables. Failure to provide certificate of insurance will result in forfeiture of security deposit, and renter (s) may be asked to vacate the premises.
21. Renter (s) planning to have alcohol must receive permission from the park district and provide an alcohol certificate of liability within a minimum of 7 business days prior to the date of the event. Alcohol must be contained in the room and cannot be sold.
22. The Mokena Community Park District reserves the right to relocate any event due to unforeseen circumstances.
23. The Mokena Community Park District reserves the right to require security or liability insurance for any event.
24. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish, or impose any legal duty to any third party.
25. This Agreement represents the entire understanding between the parties. This agreement may be modified or altered only by further agreement in writing between the parties.

Violations	
Alcohol without approval	Forfeit of Deposit & Terminating Event
Police being called	Forfeit of Deposit & Terminating Event
Smoking inside facility	\$100
Clean-up charges	\$35/hour - 2 Hours Minimum
Charging admission	Forfeit of Deposit
Damages of wall, floors, ceiling, etc.	Forfeit of Deposit & Cost of Repairs
Inflatables without permit	Forfeit of Deposit & Terminating Event
Entering facility early or leaving late	Forfeit of Deposit

I (we) have fully read and understand the Room Rental Application, Rules and Guidelines, and Hold Harmless Agreement and assume complete responsibility for the rental I understand that my signature confirms my agreement with the aforementioned documents and is required in order to reserve this facility. This application DOES NOT guarantee rental approval or availability of space.

Signature: _____ Printed Name: _____

Date: _____ DOB: _____

All Renters Must Be
21 Years of Age



Mokena Community Park District
HOLD HARMLESS AGREEMENT

(To be submitted with request for use of facilities)

Date: _____

To: Mokena Community Park District
10925 La Porte Road
Mokena, IL 60448-1638

Subject: Use of Park District Facilities

Area Requested: _____

Date Requested: _____

(I)We, _____

(name of organization, group, or individual)

agree to defend, indemnify and hold the Mokena Community Park District, Will and Cook Counties, Illinois, its Board of Commissioners, its Board members as individuals, and its employees free and harmless of any and all liability, costs and expenses (including attorney's fees and costs) related in any way to threatened or actual court proceedings, lawsuits and damages involving injury to or death of any person or persons whatsoever, caused by, connected with or arising directly or indirectly, wholly or in part, from any use or operation of the Park District premises resulting in any manner from the use authorization granted by the Board of Commissioners. It being further understood and agreed that the Mokena Community Park District assumes no obligation or responsibility in connection with the use of Park District buildings or grounds. It is understood that prior to usage, we have pre-inspected on this date the above-named area and do hereby acknowledge the stated area is free of any hazard(s). We further agree to assume all cost of damage to Park District grounds, buildings, or building contents during the period of our authorized use of such facilities and as a result of such use of those Park District grounds, buildings, or building contents.

By: _____ Must be 21 years or older

(signature of individual requesting event)

Please Print

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____