



Mokena Community Park District Park Shelter/Pavilion Application

Office Use Only

Rental Fee: _____

Deposit: _____

Total: _____

Staff: _____

Approved _____ Denied _____

Contact Information

Today's Date _____

Individual Responsible (must be 21): _____ Resident Non-Resident

Email Address: _____ Cell Phone: _____

Address: _____ City: _____ State _____ Zip _____

Organization (If Applicable): _____ Email Address: _____

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

Rental Information

Park Requested: Main Park Pavilion & Picnic Grove Willowview Park Pavilion Other (Residents only) List Park _____

First Choice: Date Requested: _____ Second Choice: Date Requested: _____

Arrival Time (including setup): _____ Departure Time (including teardown): _____

Type and Purpose of Activity: _____

Are you planning to have vendors (tents, catered food, inflatables, etc at your event? Yes ___ No ___ If yes, all vendors providing services and/or equipment must submit a certificate of insurance naming the Mokena Community Park District as additional insured 30 days prior to event for \$1,000,000 per occurrence prior to the event, submit vendor form and fee, Liability insurance may be purchased for an additional fee by credit card through www.theeventhelper.com/partner/pdrma. Additionally, food vendors must have health department certification and village permits.

General Information

- Fees are payable at time of application.
- Restroom facilities are provided at the end of Main Park only.
- Refuse must be bagged and disposed of in the designated containers.
- Ground fires or grilling is not allowed.
- Parking is first come and may be limited due to other events.
- No motorized vehicles are prohibited in the picnic area and on walking paths.
- The use of alcoholic beverages or gambling is not permitted.
- The advertisement or sale of any products or services, whether consumable or non-consumable, is prohibited on Park District property.
- No posters, signs, or other materials may be displayed without written approval.
- The Park District General Use Ordinance and Village Ordinances are enforced.
- No vendors, food trucks, etc are permitted without completed paperwork & fees.
- Parks close at dusk.

Rental Space	Resident Rate	Non-Resident Rate	Included Amenities
Main Park	\$ 200.00	\$ 250.00	Pavillion, Picnic Tables, Playground, Bathrooms
Willowview Park	\$ 100.00	\$ 200.00	Pavillion, Picnic Tables, Playground, Porta Potty (summer)
All Other Parks Residents Only	\$ 100.00	N/A	Various
Security Deposit	\$ 100.00	\$ 200.00	Have permit with you during rental

Security Deposit

After your rental, MCPD staff will inspect the area. The deposit will be refunded, provided the space is left clean and undamaged. The security deposit will be returned within 30 days of the rental.

Cancellation

Cancellation requests must be submitted in writing at least 2 weeks prior to the rental date. If submitted within this time frame, a full refund will be issued, minus a \$10 processing fee. No refunds will be provided for cancellations due to inclement weather or if the request does not meet the 2-week notice requirement.

In making this application, I (we) hereby agree to abide by the rules governing park in use, hours of use, and all requests made by Park Commissioners, Park Employees, or Police department of jurisdiction.

Print Name of Responsible Individual

Signature of Responsible Individual

Date



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: _____