



Vernon Hills Park District
Hartmann Pavilion
Facility Rental Request Form

Today's Date _____

RENTER INFORMATION

Name _____

Organization (if applicable) _____

Address _____

City _____ Zip _____

Home Phone _____ Alternate Phone _____

Please initial one of the following:

I am personally hosting and responsible for this rental and will be present during the entire rental period.

I am making this reservation for an organization or company function and will be present during the entire rental. If a company or organization, please attach letter on letterhead signed by authorized official.

EVENT INFORMATION

Date Requested _____ Number of Guests _____

Event Purpose _____

Set-Up Time _____ - _____ Event Time _____ - _____

Clean-Up Time _____ - _____

Will your event have any outside entertainment? Yes No

If yes, please explain: (Any set-up/clean-up time your entertainment needs MUST be included in your set-up/clean-up time.)

If you need assistance, please contact the Sullivan Community Center at 847-996-6800. The hours of the Sullivan Community Center are M-F from 7:30am - 9:00pm, Saturday from 9:00am - 5:00pm, and Sunday from 9:00am - 3:00pm. If you need assistance during your rental and it is outside of these facility hours, please contact the on-call maintenance staff person at 847-206-0065.

I agree to accept full responsibility for my own actions and those of the group or organization in whose name I have rented the facility; and to abide by all rules set forth by the Vernon Hills Park District for the use of facilities. I also acknowledge that I have received, read and understand the rental guidelines for Hartmann Pavilion.

Authorized Representative Signature

Date

Staff Signature

Vernon Hills Park District Hartmann Pavilion Rental Agreement

Facility reservations may be made during regular office hours only, Monday – Friday from 7:30am – 9:00pm, Saturday from 9:00am – 5:00pm, and Sunday from 9:00am – 3:00pm. Reservations must be made at least two weeks in advance of the rental date and must be made by persons 21 years of age or older. Your cooperation is asked in helping to keep the Vernon Hills parks and facilities clean and beautiful by observing the following rules and regulations:

- Rentals for weekend use (Saturday, Sunday) may be made up to 365 days in advance. Rentals for weekdays or weekday evenings (Monday-Friday) may be made up to three months in advance. **Rentals can be scheduled to run no later than 10:00pm.** During the nine (9) weeks of summer day camp, the facility is only rentable on Saturdays and Sundays.
- Alcohol use is prohibited in parks and facilities.
- The party room at Hartmann Pavilion is furnished with enough tables and chairs to accommodate up to 50 people.
- Renter must be present for **entire rental** and is responsible to see that all activities are properly controlled and supervised.
- The rental fee and \$200 damage deposit is due at the time of reservation and may be paid by check, cash, Visa, MasterCard, or Discover. Refunds for damage deposits made by cash or check will be returned by check two to three weeks after the event by mail to the individual responsible for the reservation and event. Damage deposits made by credit card will be refunded directly to the credit card approximately one to two weeks after the event.
- **The set-up for your event is due 7 days prior to the day of the event. If the set-up is not turned into the Sullivan Center office by the deadline, the Vernon Hills Park District reserves the right to charge a 25% penalty from the damage deposit.**
- Adequate adult chaperones must be provided if group members are under 18 years of age.
- An approved permit allows the renter exclusive use of the pavilion party room only. All other park amenities including restrooms, parking lot, playgrounds, athletic fields, etc. must remain available to the public.
- The use of public address systems and loud music is prohibited outside of the pavilion.
- The use of tents, carnival games and animals may be done outside of the pavilion only by special permission from the Superintendent of Recreation. All requests must be made in writing at least one week before the rental date.
- Renter is responsible for leaving the facility in the same condition it was found. The use of nails, glue or scotch tape is prohibited on the walls. Masking tape is the **ONLY** adhesive that can be used. Garbage bags will be provided for renter to put all trash in. Trash is to be left all in one area neatly piled. If the facility is left in excessively poor condition, as determined by District staff, it may result in the forfeiture of all or a portion of your security deposit and may result in the denial of future rental requests. Chargeable damages will include the facility being left dirty, damage to any equipment or to the facility itself. If damages are apparent, the renter will be billed accordingly. No equipment other than tables and chairs will be provided by the Park District. Park District furniture is not to be removed or altered.
- The selling of refreshments or other concessions may be done only by special permission from the Park District Executive Director and the Board of Commissioners. All requests must be made in writing at least three weeks before the rental date.

- Vehicular traffic in the parks on other than designated roads is prohibited except by special permit.
- There are no provisions for renter to store items in Park District facilities. Any items left behind are the responsibility of the renter and not the Park District.
- Pets are prohibited inside the pavilion (exception: service dogs).
- Key must be picked up at the Sullivan Community Center on the day of your rental and returned the following day. If a key is lost or not returned, the \$200 security deposit will be forfeited.
- Rates for private individuals or organizations renting for the purpose of selling merchandise, fund-raisers, charging admissions or similar uses shall be established on an individual basis by the Board of Park Commissioners. Any renter found doing any of the above without prior approval, will have their rental terminated immediately and forfeit all rental fees. All requests must be made in writing at least three weeks before rental date.
- The Park District reserves the right to approve or deny any request submitted for a facility rental and to revoke any request previously granted, at any time, if it is determined that the request contained any misrepresentations or false statements, or that any condition set forth in the policies governing the request is not being complied with, or that the safety of the participants in the activities of the applicant or other patrons of or visitors to the facility is endangered by the continuation of such activity.
- **CANCELLATION POLICY:** Cancellations must be made 60 DAYS IN ADVANCE and in person at the Park District Office during regular business hours. A service charge of \$10 will be assessed on all cancellations made more than 60 days in advance. Any cancellations WITHIN 60 DAYS of the contract date will forfeit half of the rental fee. Any cancellations WITHIN 14 DAYS of the contract date will forfeit their entire rental fee. Damage deposits will be refunded for all cancellations.