



PICNIC SHELTER/AREA RENTAL GUIDELINES AND AGREEMENT
Veteran Acres, Sterne's, Lippold Park,
Woods creek, Neighborhood Parks

Police Emergency #911:

If you need the assistance of a Park Police Officer, call the Non-Emergency Police Department at 815-356-1114

1. Picnic Reservation Requirements: A picnic reservation is required to secure a location. Renter must be 21 years of age to rent a picnic site. Renter is solely responsible for the actions of any member of Renter's group and shall always provide adequate adult supervision (age 21 or older) of Renter's group.
2. Park Hours: Picnic Reservations may take place between the hours of 9 am and Dusk.
3. Picnic Reservation: The contact person listed on the picnic reservation form must be present for the entire duration of the event. It is suggested to bring the Reservation Receipt and Certificate of Insurance on the day of event to show you have a reservation with host liability and to present to someone who may unknowingly occupy an area or shelter without a reservation.
4. A picnic permit may be revoked at any time by the Parks and Recreation Department or a member of the Park Police for violation of any provisions of the Park District Guidelines.
5. No person shall buy or sell, offer to buy, or sell property, or collect money or property of value in the park system. The posting of advertisements for any product or service is not allowed.
6. Smoking, gambling, and the sale alcoholic beverages are prohibited.
7. Fires are not allowed in the picnic shelter fireplaces. Camp fires are not allowed in picnic areas.
8. DECORATIONS: Tape, glue, push pins, 3m products, nails or other fastening devices may NOT be used to attach decorations, signs, posters, or affix tablecloths.
9. PINATAS and BALLOONS: Piñata's and balloons are allowed in the picnic areas. All debris must be discarded. The deposit will be forfeited, and additional fees may be charged if the facility requires excessive cleanup.
10. RESERVATION FEES: A refundable \$100 security deposit and rental fee is due when reserving the facility. The deposit will be forfeited, and additional fees may be charged if the facility is damaged, requires excessive cleanup, or is used more than the permitted time.
11. CANCELLATIONS: A cancellation must be received by contacting the Crystal Lake Park District five (5) days before the reserved date. A cancellation fee of \$10 will be charged to cancel or to change a contract. If a rental is canceled or reduced 3 days or less before the scheduled date, 50% of the rental fee will be refunded. Refunds will be returned within 14 business days of the rental.

RAIN OUTS: If inclement weather conditions result in the cancellation of an outdoor facility, a request for a refund must be made by contacting the Crystal Lake Park District within 2 business days prior to the event. Refunds will be returned within 14 business days of the rental.

12. CERTIFICATE OF INSURANCE: Special Event and Host Liquor Liability

All organizations, businesses, leagues, including rental companies and catering services must carry insurance as outlined below.

Renter shall maintain general liability insurance for bodily injury, personal injury, and property damage during the term of this agreement, specifically including contractual liability coverage. The insurance shall be by an endorsement naming the Crystal Lake Park District it's officers, its officials, employees, agents, and volunteers as additional insured and shall contain no special limitation on the scope of protection afforded the Crystal Lake Park District. The insurance shall have limits of not less than \$1,000,000 per occurrence for injury or death. Renter's insurance shall be primary insurance with respect to the Crystal Lake Park District and any indemnified party. Any insurance or self-insurance maintained by the Crystal Lake Park District shall be more than Renter's insurance and shall not contribute to it. Renter's insurer shall agree to waive all rights of subrogation against the Crystal Lake Park District. The general liability insurance endorsement is due no later than ten (10) days prior to the event.

- a. Renter shall provide a certificate of insurance verifying compliance with the above insurance requirements and naming the Crystal Lake Park District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the rental date(s) no later than ten (10) days prior to the rental date(s).
 - b. Renter's insurer shall agree to waive all rights of subrogation against the Crystal Lake Park District.
 - c. **Liability Insurance and Host Liquor Liability must be purchased through the Park District. Market Access Corporation** of Palatine supplies this insurance. Payment for this insurance must be made at the time of reservation. The Park District will submit the application for the insurance. Once the Park District is in receipt of the insurance binder, the Renter will be contacted to pick up a copy of the insurance certificate.
Market Access Cancellation Clause: Should the described policy be canceled before the expiration date thereof, the company will endeavor to mail 10 days written notice to the Certificate Holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents, or representatives.
 - d. **Cancelations:** The \$85 Processing Fee is not refundable. The Policy Rate of \$90 or \$110 will be refunded.
It was suggested by Market Access to hold the binder requests and submit them closer to the day of event (7 days prior) to be able to refund patron in full for cancellations. Another suggestion is to submit the Binder Request as received and refund COI of 50% if cancelled.
13. **ALCOHOL: Reservations made including alcohol need to be made ten 10 days in advance.**
 - Beer and wine are permitted only with permission of the Crystal Lake Park District and a certificate of insurance including host liquor liability.
 - If alcoholic beverages are being served, renter must provide proof of Host Liquor Liability insurance. The proof of Dram Shop/Host Liquor Liability insurance endorsement is due no later than ten (10) days prior to the event.
 - Any alcoholic beverages on Park District premises may only be obtained through a retail sale and cannot be homemade. No alcoholic beverages may be sold to guests or invitees, and it may only be served to invited guests 21 years of age or older. ID's will be checked at the discretion of the Park District. No alcoholic beverages may be consumed outside of the shelter or picnic area. No alcoholic beverages may be served or consumed in any parking lot or within 30 feet of any parking lot. The service of alcoholic beverages will only be allowed on the date for the specific event and can be served only in cans, paper cups or plastic glasses or cups.
 - **Picnics allowing alcohol without Host Liquor Liability coverage will forfeit the deposit and incur a fine up to \$100. See Park Ordinance 11.12 Use of Alcohol**
 14. **GRILLING:** Charcoal grilling is allowed only. Hot coals must be extinguished and placed in the trash bin.
 15. The following Items must submit a Certificate of Insurance, naming the Crystal Lake Park District an additional insured and must be submitted to the Park District three (3) days prior to rental date.
 - a. **FOOD TRUCKS:** Allowed at Veteran Acres and Woodscreek Parks only and must remain in the parking lot.
 - b. **CATERERS**
 - c. **BOUNCE HOUSES:** An additional fee will be charged. Bounce Houses requiring stakes to secure the structure in the ground are NOT allowed.
 - d. **PORTA-POTTIES:** Porta Potties must be delivered the day of the event and removed the following morning. An additional fee will be charged.
 16. **TENTS and CANOPIES:** Tents or canopies requiring stakes to secure the structure in the ground are NOT allowed. A 10 x 10 Pop up tent or canopy are allowed if secured by sandbag or weights.
 17. **SPECIAL EVENTS:** Reservations for Special Events are arranged by the Superintendent of Recreation Programs and Facility Services and approved by the Board of Commissioners.
 18. **PETS:** Pets must always be on leash. The owner is responsible for cleaning up droppings.
 19. **PICNIC TABLES:** Picnic tables are not to be moved from one site to another site.
 20. **MUSIC:** No bands or DJs are allowed. No sound amplifying devices are allowed.
 21. The Crystal Lake Park District retains the right to cancel this agreement at any time and for any reason, including, but not limited to inclement weather, misconduct of the Renter (or any member of Renter's group) or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents or because the Renter has breached any of its obligations under this Agreement.