



PICNIC SHELTER/AREA RENTAL GUIDELINES AND AGREEMENT

Veteran Acres, Sterne's Woods, 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

PICNIC RESERVATION REQUIREMENTS:

- A picnic reservation is required to secure a location.
- Picnic Reservations may take place between the hours of 9 am and Dusk.
- 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.
- The contact person listed on the picnic reservation form must be present for the entire duration of the event.
- All organizations, businesses, leagues, including rental companies and catering services must carry insurance.
- Alcohol: Host Liquor Liability Coverage must be purchased if allowing alcohol at the event. *See ALCOHOL-Alcohol Host Liquor Liability Coverage on reverse side of this form.*
- Bring the Reservation Receipt and Certificate of Insurance on the day of event to show you have a reservation with host liability to present to someone who may unknowingly occupy an area or shelter without a reservation.
- 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 following Park District Guidelines.

SPECIAL EVENTS: Reservations for Special Events are arranged by the Superintendent of Recreation Programs and Facility Services and approved by the Board of Commissioners.

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.

CANCELLATIONS: Call the Park District Administrative Office to cancel the reservation. If a reservation is cancelled (5) days prior to the scheduled date, \$10 will be charged. If a reservation is cancelled four (4) days prior to the scheduled date, 50% of the rental fee will be charged. Refunds will be returned within 14 business days of the rental.

RAINOUTS: If inclement weather conditions result in the cancellation of an event, a request for a refund must be made by contacting the Crystal Lake Park District within 1 business day prior to or after the event. Refunds will be returned within 14 business days of the rental.

BUYING/SELLING AND ADVERTISING: 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.

SMOKING, GAMBLING, AND THE SALE OF ALCOHOLIC BEVERAGES ARE PROHIBITED.

FIRES: Fires are not allowed in picnic shelter fireplaces. Camp fires are not allowed in picnic areas.

GRILLING: Propane grills are prohibited on Park District property. Charcoal grilling is permitted in designated areas only. Hot coals must be extinguished and ashes placed in the designated charcoal bin.

DECORATIONS, PINATAS and BALLOONS: Tape, glue, push pins, 3m products, nails or other fastening devices may NOT be used to attach decorations, signs, posters, or affix tablecloths. Piñatas 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.

PETS: Pets must always be on leash. The owner is responsible for cleaning up droppings.

PICNIC TABLES: Picnic tables are not to be moved from one site to another site.

MUSIC: No bands or DJs are allowed. No sound amplifying devices are allowed.

CERTIFICATE OF INSURANCE: 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.

- **BOUNCE HOUSES:** An additional fee of \$75 will be charged. The bounce house must be operated by a generator and weighted bags are needed to secure the structure. The installation of stakes in the ground are not permitted. Personal bounce houses are prohibited.
- **CATERERS**
- **FOOD TRUCKS:** Allowed at Veteran Acres and Woods creek Parks only and must remain in the parking lot.
- **PORTA-POTTIES:** An additional fee of \$75 will be charged. Porta Potties must be delivered the day of the event and removed the following morning.
- **TENTS and CANOPIES:** Tents or canopies requiring stakes to secure the structure in the ground are NOT allowed. Personnel tents and canopies of 10' x 10' are permitted if secured by sandbag or weights.

LIABILITY CERTIFICATE OF INSURANCE: 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 its 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.

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). Renter's insurer shall agree to waive all rights of subrogation against the Crystal Lake Park District.

ALCOHOL-Alcohol Host Liquor Liability Coverage: Host Liquor Liability Insurance Coverage must be purchased through the Park District when serving alcohol. 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 emailed 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. The processing fee will not be refunded.

Reservations 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. 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.

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