

Facility Permit Application

Return to: Community Rec Center: 120 E. Oak Street, Addison, IL 60101 – P: 630.833.0100 F: 630.833.6025

Centennial Rec Center: 1776 W. Centennial Place, Addison, IL 60101 – P: 630.889.2150 F: 630.889.1991

www.addisonparks.org

Facility Requested (circle all that apply)

Application Date: _____

Community Rec Center

**Room A, Room B, Room C, Senior Center, Craft Room, Kitchen,
Full Gym, Half Gym**

Centennial/Club Fitness

**Lower-Level, Dance Room, Upper-Level East, Multi-purpose Room,
Full Gym, Half Gym**

Other Facility _____

Permit Date(s) _____ Purpose of Rental _____

Will your rental have the presence of alcohol: YES NO

Time: Begin _____ am/pm End: _____ am/pm Participants: _____

Applicant: _____ Organization: _____

Address: _____ City/State _____ Zip: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

E-Mail: _____

I, the undersigned Permit Holder, hereby accept responsibility for the care of the facility, building and/or property used in accordance with the rules and regulations as set forth by the Addison Park District as well as the terms and conditions relating to the Park District Permit.

It is fully understood and agreed by the parties that the Permit Holder guarantees to defend, indemnify and hold harmless the Addison park District, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorney's fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.

I, the undersigned Permit Holder, certify that the use to which the Addison Park District facility is put shall fully comply with the provisions of the Americans with Disabilities Act (ADA). I understand that failure to comply with the ADA may result in a forfeiture of facility privileges unless and until the program or use is brought into compliance with ADA

This application is NOT a guarantee of rental approval or availability of space.

Signature of Applicant: _____

-----Office Use Only-----

Date Received: _____ Alcohol Permitted: YES NO Staff: _____

Alcohol Insurance Received: YES NO

Permit Number: _____ Rental Total: _____

Addison Park District

Facility Rental Rules and Regulations Where

Application for Alcohol Service is Requested

THE SERVICE OF ALCOHOL (BEER, WINE AND CHAMPAGNE) ON ADDISON PARK DISTRICT PROPERTY IS A PRIVILEGE AND NOT A RIGHT. THE RENTER AND THE RENTER'S INVITEES SHALL BE REQUIRED TO ADHERE TO ALL RULES AND REGULATIONS IMPOSED BY THE STATE OF ILLINOIS, THE VILLAGE OF ADDISON AND THE ADDISON PARK DISTRICT REGARDING THE SERVICE OF ALCOHOL. ALL SUCH RULES AND REGULATIONS WILL BE STRICTLY ENFORCED.

1. Renters must be 25 years or older and must supply proof of age.
2. Rentals will not be reserved without an application being fully completed and signed, and without full payment of rental fee, maintenance deposit and any other applicable fees.
3. Renters must purchase additional insurance through the Park District or provide additional insurance through their own means that totals a \$2,000,000 aggregate limit. The cost of this additional insurance through the park district will be an additional fee, and providing personal insurance will be at the cost of the renter.
4. Additional insurance must include the Addison Park District as additionally insured.
5. The application and fees must be submitted a minimum of sixty (60) days prior to event.
6. **Only beer, wine and champagne are permitted to be served. Whenever the term "alcoholic beverage" appears herein, it shall refer only to beer, wine and champagne.**
7. Service of alcoholic beverages is allowed only in Links & Tees Golf Facilities, Community Recreation Center or Centennial Recreation Center and in a tent which may be set up adjacent to the Community or Centennial Recreation Centers, if prior request and approval has been obtained.
8. Any alcoholic beverages on Park District premises may only be obtained through a retail sale and cannot be homemade.
9. No alcoholic beverages may be sold to guests or invitees; 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.
10. No alcoholic beverages may be consumed outside of the approved areas as stated above, or "rented" rooms. No alcoholic beverages may be served or consumed in any parking lot or within 30 feet of any parking lot.
11. 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.
12. The service of alcoholic beverages will only be allowed for a maximum of four (4) hours.
13. For groups over 125 people where the service is requested, the approval of the Executive Director of the Park District is necessary. The maximum number of people at any such event may not exceed 250.
14. For groups over 150, the renter will be required to pay for additional police security, which will be arranged through the Addison Park District, and the fee will be based on the hourly rates charged for such security.

Addison Park District

Facility Rental Rules

A minimum of 5 business days is required to process a request for a permit. Once your date is approved, your permit will be e-mailed. If there is a conflict or problem with your request, we will contact you by phone.

1. All functions conducted in the Addison Park District Parks must be in accordance with the Addison Park District rules and regulations and ordinances may result in revocation of the permit
2. The permit holder shall be completely responsible for the behavior of all participants and spectators and for the prompt departure and the end of sated Facility use.
3. The facility must be left in the original condition. All tables and chairs must be put back in the order that they were found in.
4. The Addison Community Recreation center and Centennial Club Fitness is a multi-use facility. Please be aware that there may be other activities/programs/events taking place in the building during your rental.
5. Full rental payment must be received *before* room is used and by the due date listed on the first page of this form.
6. Any materials/decorations brought in must be removed at the end of the rental. **No decorations may be taped or tacked to any wall, door, window, light fixture, drapes or any other surface in the room/facility.**
7. For room rentals, the Park District only provides tables and chairs. All other items must be supplied by the renter.
8. All food and drink must be kept in the room you are renting; participants may not carry food or drink throughout the building.
9. The posting of any signs on park property is prohibitive
10. Renter must be present at function at all times, NO EXCEPTIONS, or damage deposit will be forfeited
11. All garbage must be removed from the building at the end of the rental and deposited in the dumpster at the east end of the parking lot. Failure to remove garbage will be subject to fines
12. The facilities will be used only during the hours as stated on the permit. Your set-up and clean-up must be included in the time you state on the request for a permit
13. No person or organization will use a facility, grounds or equipment in any manner not expressly agreed upon in the permit.
14. The buildings, facilities or equipment shall not be used by any person for private business or any activity on which any individual or group makes a profit or gain, except as permitted by the Park Board.
15. The Addison Park District Reserves the right to cancel any permits at any time.
16. The Permit Holder is solely financially responsible for any damage the occurs on the Park District Property
17. Any of these rules or regulations are violated the damage deposit will be kept
18. **Special Requests:** Groups of 100+ people, the sale of goods/services, advertising/commercial activities, religious or partisan political events, amplified sound, tents/stages/stands/canopies/scaffoldings/platforms/other structures, the use of any electrical or electronic device requiring auxiliary power,, mechanical rides, inflated space walks, dunk tanks, and media (except news transmissions)/motion pictures/commercial photography all require approval of the Executive Director and possibly the Board of Park Commissioners.. A minimum of \$1M in general liability coverage with a certificate of insurance naming Addison Park District as additional insured may be required for such special requests.

I agree to all of the above Rules and Regulations set forth by the Addison Park District

Signature of Permit Holder

Date