



Event Room Rental Request

For more information, rental fees, or to view Rental Guidelines, please visit: we-goparks.org/room-rentals.

Renter Name (21+) _____ **Date of Birth** _____

Organization Name (If Applicable) _____

Address _____

Phone _____ CELL HOME

Email Address _____

Requested Event Date _____

Event Start Time (Including Set-Up) _____ **Event End Time (Including Clean-Up)** _____

The rental period is defined as the entire amount of time during which the renter occupies the facility including time for set-up and take-down.

Event Type/Description _____ **Estimated Attendance #** _____

Room (Check One)

Maple (Room 105)
Capacity: 50

Oak (Room 106)
Capacity: 150

Maple/Oak Combo (Rooms 105+106)
Capacity: 200

Willow (Room 107)
Capacity: 80

Alcohol (Check One)

Yes

No

Alcohol may be served, but not be sold on West Chicago Park District property. If serving alcohol, Liquor Liability Insurance must be purchased through <https://www.theeventhelper.com/#Y8EUy6>. Link to purchase Liquor Liability Insurance will be sent in the confirmation email. Alcohol Administrative Fee is \$30 per rental.

Vendor (Check One)

Yes

No

Vendors on site for rentals (DJ, Reptile Show, Etc.) will require a Certificate of Insurance from vendor listing the West Chicago Park District as additional insured. Instructions for the vendor will be sent in the confirmation email Certificate of Insurance is due at least seven days prior to event date.

Catering Kitchen Rental (Check One)

Yes

No

Catering Kitchen access is optional. Rental of Catering Kitchen is for duration of room rental. Includes use of stove, oven, microwave, sink, refrigerator, and freezer. The Catering Kitchen is \$20/hour.

TreeTop Escape Open Play Wristbands (Optional)

Yes

If yes, how many? _____

TreeTop Escape wristbands are optional and subject to availability. Wristbands are only valid during TreeTop Escape Open Play Hours (not private) on day of room rental. For Open Play hours please visit we-goparks.org/treetop-escape. Children ages 1-12 and one free adult per child. Maximum of 25 wristbands. Wristbands are non-refundable. \$9/wristband.

TreeTop Escape Private Rental (Optional)

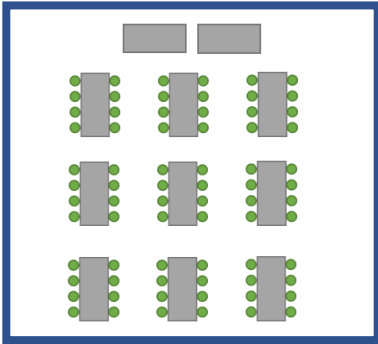
Yes

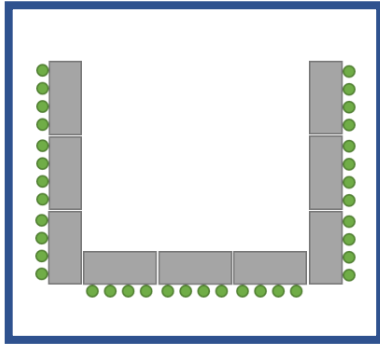
If yes, what times? _____

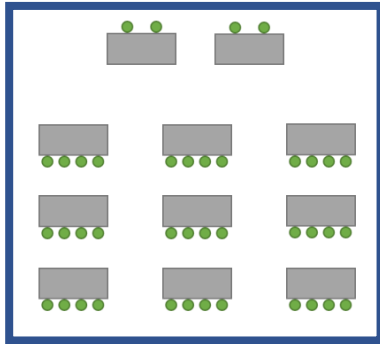
Available after hours in conjunction with an event room rental. Maximum of 80 people. Rental is per hour. TreeTop Escape private rental is \$125/hour.

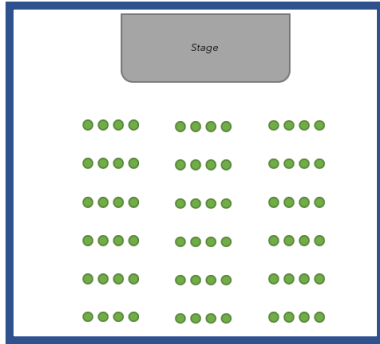
Layout (Check One): Room set-up is included in the room rental. Please select desired room layout below. Final layouts are dependent on headcount of your rental. Tables and chairs will be added or removed based on final headcount numbers.

Party
 Meeting
 Classroom
 Theatre









I Understand:

By signing this form, I have read and understand the West Chicago Park District's Rental Guidelines. A copy of the Rental Guidelines can be accessed at: we-goparks.org/room-rentals

Waiver:

Please be aware that in signing up for and participating in programs/activities, you will be expressly assuming the risk and waiving and releasing all claims for injuries you or your children might sustain arising out of these programs. **I understand the cancellation and rescheduling policies listed on the Room Rental Guidelines.**

As a participant in these West Chicago Park District programs, I recognize and acknowledge that there are certain risks of physical injury and agree to assume the full risk of any injuries, including death, damages, or loss which I may sustain as a result of participating in any and all activities connected with or associated with such programs. I agree to waive and relinquish all claims I may have as a result of participating in the programs against the West Chicago Park District and its officers, agents, servants and employees. I do hereby fully release and discharge the West Chicago Park District and its officers, agents, servants, and employees from any and all claims from injuries, including death, damages and losses which I may have, or which may occur to me on account of participation in these programs.

I further agree to indemnify and hold harmless and defend the West Chicago Park District and its officers, agents, servants, and employees from any and all claims resulting from injuries, including death, damages and losses sustained by me or arising out of, connected with, or in any way associated with the activities of these programs. In the event of an emergency, I authorize the West Chicago Park District officials to secure from any licensed hospital, physician and/or medical personnel, any treatment deemed necessary for any immediate care and agree that I will be responsible for payment of any and all medical services rendered. The West Chicago Park District does not carry medical or accident insurance for program participants. Please review your own health insurance to be certain that you and your family have adequate coverage.

Renter Signature _____ **Date** _____

Please Submit Rental Request by:
 Email: thutton@we-goparks.org
 In-Person or Mail: West Chicago Park District
 201 W. National Street
 West Chicago, IL 60185

Questions? Contact us at 630-231-9474

Internal Use Only

Request Received ____/____/____ Time: _____

____ Entered into RecTrac

____ Confirmation Email & Rental Guidelines Sent to Renter

____ Deposit Received

____ Facility Set-Up Form Created

____ Liquor Liability Insurance Received and Added to HH on RecTrac

____ Vendor COI Received Listing WCPD as Addt. Insured

____ Full Payment Received