



Wilmette Park District

Lakeview Center & Wallace Bowl Rental Agreement

Renter must be the contact for WPD and must be on site for the event.

To receive resident rates for those not in our Rectrac system we require proof of residency.

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email Address _____

Organization Information (if applicable)

Organization Name _____

Address _____

City _____ State _____ Zip _____

Event Information

Type of Event _____

Projected Number of Attendees _____

Area Requested Lakeview Room Gillson Room Wallace Bowl

Event Date _____

Rental Start Time _____ Rental End Time _____

* The end time for any rental may not extend past 10:00pm

I understand that I cannot enter the facility before my stated rental start time.

I understand that the facility must be clear of all people and items no later than the rental end time. If all items and people are not cleared out of the facility at rental end time an overtime rate will be charged to my credit card at \$100 each 30 minute or less time frame.

I understand that the space rented must be returned at the end rental time back to the park district clean and with all debris in a receptacle. If additional cleaning must be performed a fee of \$150 will be charged to the credit card provided.

I understand that all details filled out in this agreement are not final until deposit is taken and rental is confirmed via email by the Lakeview Center Staff.



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Room Capacities

Lakeview Room includes bar area and deck

102 with tables and chairs

220 just chairs

Gillson Room

56 with tables and chairs

120 just chairs

Combined, full upstairs spaces

158 with tables and chairs

340 just chairs

Setup Options

60 Inch Round – Fits 6-8 people comfortably - 21 Available

8 Foot Rectangle - 6 Available

36 Inch Square Card Table - 1 Available

30 Inch Round, High Boy or Cabaret - 4 Available

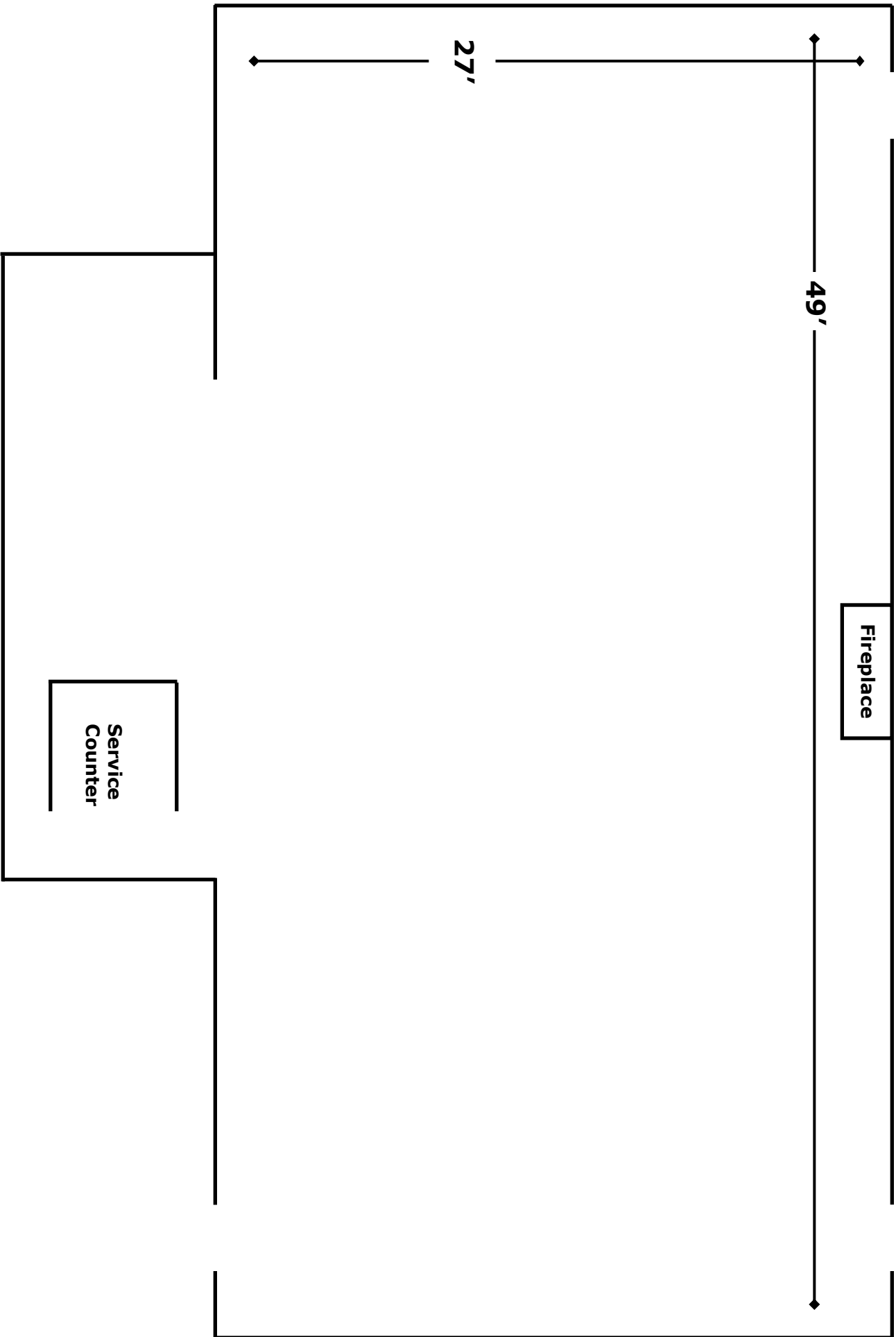
Chairs – Standard white plastic padded folding chairs

Podium – One available for use inside Lakeview Center only

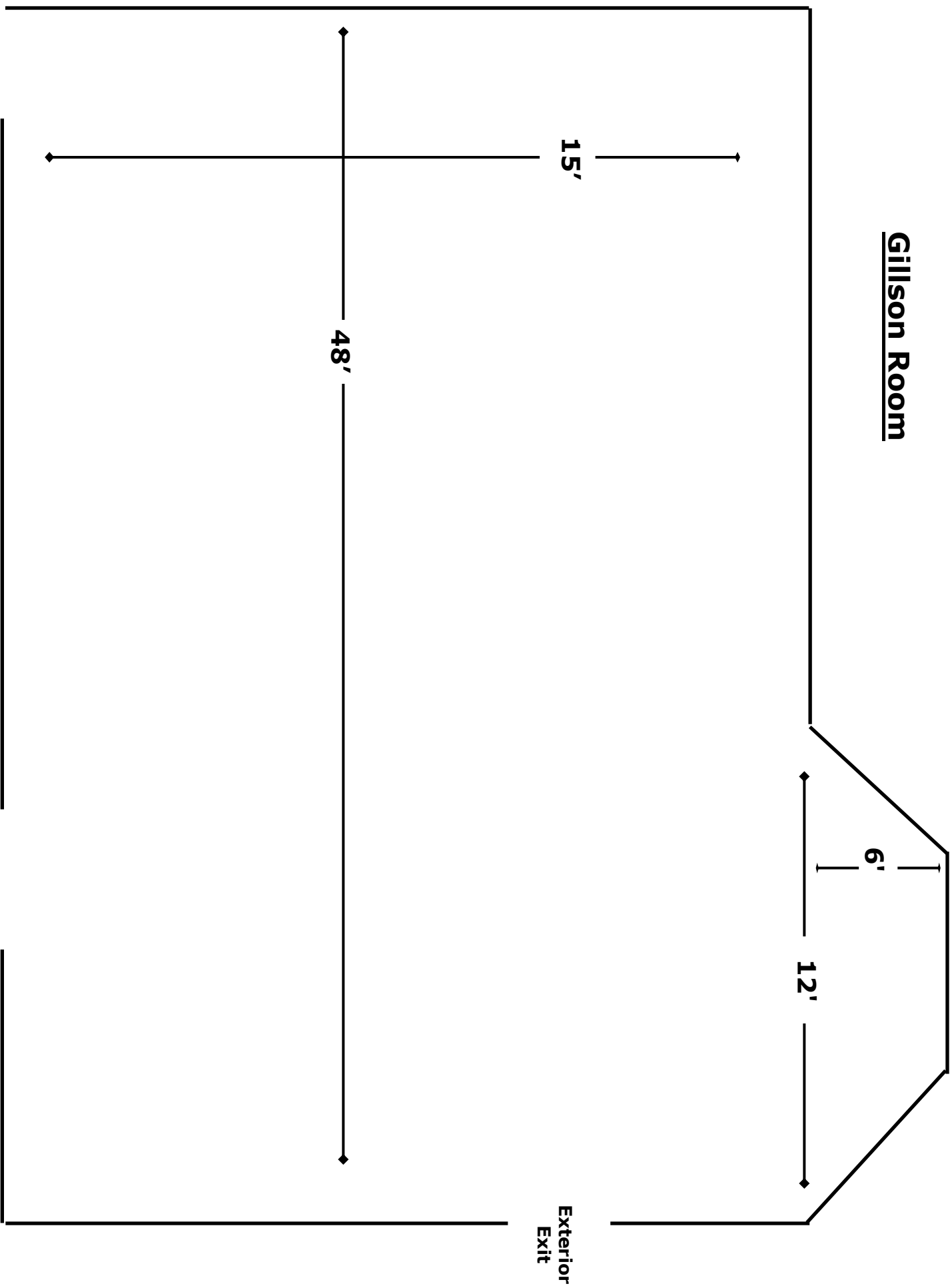
Please draw or design a layout for your event on the next pages.

The renter will responsible for table and chair setup if a floorplan is not supplied to WPD at least 48 hours in advance of the rental.

Lakeview Room



Gillson Room



15'

48'

6'

12'

Exterior
Exit



Wilmette Park District

Rental Terms and Conditions

Facility Usage Policies

1. All contracts shall be issued for specific rooms with the understanding that the remainder of the building is not to be opened, entered, or used. Equipment and supplies which may be in the building are Wilmette Park District property and not intended for the use of the rentals.
2. No Wilmette Park District equipment or property shall be removed from the premises.
3. Decorations are subject to approval of the Wilmette Park District. Applicant may not duct tape, tack or use hooks to hang decorations on the painted walls or ceiling or lights.
4. Any decorations or other such items left on the premise after the Applicant's rental has concluded will become property of the Wilmette Park District, unless prior arrangements are made.
5. The Lakeview Center/ Gillson Park is a multi-use facility. Please be aware that there may be other activities/programs taking place in the building / park during your rental. The Lakeview center restrooms are at times used for general use and open to the public prior to and during rentals.
6. All precautions necessary for fire protection and safety must be observed. The lobby, exits, corridors, and stairways must be free of obstructions at all times.
7. The use of the building must be consistent and acceptable to the standards set by the Wilmette Park District. Occupancy of a room shall not be more than the maximum stated by the Wilmette Fire Department. Exceeded maximum will result in an immediate shutdown of rental. The property must be protected from damage or mistreatment. In case of property is damaged, notification will be made within forty- eight hours to the applicant or organization contracting for the rental of the room. Damages shall be paid for by the organization or individual using the contracted room within ten days of receipt of the repair bill. This payment is in addition to the rental fee.
8. Applicant is solely responsible for the conduct of Applicant and Applicant's guests and invitees, and for providing any and all supervision at all times during use of any facility, including all common areas. Applicant shall be responsible for ensuring that Applicant's guests and invitees comply with all applicable rules and regulations pertaining to use of Wilmette Park District facilities.
9. The Applicant is responsible to ensure that all activities are properly controlled and supervised. Adequate adult chaperones must be provided if any group members are under eighteen years of age. One chaperone per every fifteen participants under eighteen years of age must be provided.
10. The rooms contracted for shall be left clean and in order. All refuse shall be placed in garbage cans, floor is to be clean of debris, and the tables and chairs to be left in proper order.
11. Applicant shall comply with any and all applicable ordinances and permit procedures.
12. Applicant shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the District's attention any potential dangers, safety hazards or problems. Applicant is solely responsible for determining whether said facility is safe, appropriate, and/or compatible for Applicant's intended use.
13. Applicant shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement.
14. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity, who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.
15. This Agreement represents the entire understanding between the parties. This Agreement may be modified or altered only by further agreement in writing between the parties.
16. Interpretation of this Agreement shall be governed by the laws of the State of Illinois.



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Damage and Loss

1. Applicant will be responsible for and will pay for any damage to Wilmette Park District property arising out of the use of the said facility pursuant to this agreement.
2. The Wilmette Park District does not assume any liability for property lost or stolen on the Wilmette Park District premises, or for personal injuries sustained on the premises during Applicant's use of the premises and Applicant hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that Applicant may sustain as a result of this agreement. Applicant further agrees to waive and release the Wilmette Park District from any and all losses, claims, suits or judgments or damages that the Applicant might sustain as a result of any and all activities connected with or associated with this agreement.
3. Applicant agrees to defend, indemnify and hold harmless the Wilmette Park District from and against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement, including, but not limited to, any acts or omission of the Applicant, including Applicant's group, guests, and invitees.

Parking

1. Events held between Memorial Day and Labor Day must adhere to property parking regulations. Season passes or daily passes are required.
2. Parking tickets received from violation of parking regulations cannot be dismissed by Park District staff and must be contested through the Wilmette Police Department.
3. If an event is held outside of the above stipulated dates the guests will have access, without permits, to the main swimming beach parking lot.

Alcohol

1. No beer, wine, liquor or any alcoholic beverages shall be brought or consumed upon the premises unless Liquor Liability Insurance is purchased through the Wilmette Park District. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees.
2. Service of alcoholic beverages will be during private parties only and included as part of the party. The sale of alcoholic beverages during parties is prohibited. Additional security may be required at the discretion of the Park District.
3. Alcoholic beverages may only be served to adults 21 years of age or older.
4. Beer kegs are not permitted.
5. All alcoholic beverages must remain in the building or on the second floor deck. Alcoholic beverages are not allowed in the Wallace Bowl, Beach or Park areas.

Catering and Vendors

1. All vendors, including caterers must contact the Lakeview Center to discuss all services and policies at least two (2) weeks prior to rental. A Certificate of Insurance (COI), listing the Wilmette Park District as additionally insured, is required.
2. Caterers and vendors working in the Lakeview Center shall keep in force, to the satisfaction of the Wilmette Park District, at all times relevant hereto, general liability and bodily injury insurance in amounts of \$1,000,000 for each person and each occurrence, and property damage insurance in amounts of \$1,000,000 for each occurrence and aggregate total. Applicant agrees that before the covered function(s) may commence on Wilmette Park District property, Applicant shall furnish Certificates of Insurance for the insurance coverage required herein, naming the Wilmette Park District as an additional insured no later than two weeks before the event. The insurance shall contain no special limitation on the scope of protection afforded the Wilmette Park District and shall contain a "contractual liability" clause. Caterer/ Vendor's insurance shall be primary insurance as respects the Wilmette Park District. Any insurance or self-insurance maintained by the Wilmette Park District



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shall be in excess of caterer/ vendor's insurance and shall not contribute with it. Caterer or vendor's insurer shall agree to waive all rights of subrogation against the Wilmette Park District.

- 3. Any equipment brought into the building by renting organizations or individuals must be removed immediately after the event, unless special arrangements are made with the office.

Cancellation

- 1. The Wilmette Park District reserves the right to cancel this contract for any just cause at any time, without prior notice.
- 2. Applicant agrees that either party hereto may cancel this contract by delivery of written notice to the other party at least two (2) weeks prior to the scheduled hour as herein before designated. If this contract is so canceled, Applicant will not be required to pay any remaining unpaid balance herein before designated. The deposit will not be refunded. Cancellations made within 2 weeks of the rental date and time will forfeit all payments made to the Wilmette Park District.

Waiver and Release

By signing this rental contract, I acknowledge that I have read and agree to abide by all terms and conditions and regulations, including the alcohol policy. I agree that I am solely responsible for the actions and conduct of my guests, invitees, participants, spectators, contractors and for assuring the compliance with all applicable rules and regulations pertaining to my contract.

I, the applicant, shall indemnify and hold harmless the Wilmette Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (I) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of myself as applicant or any of my partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in the Lakeview Center or upon Gillson Park property. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. I shall similarly protect, indemnify and hold and save harmless the Wilmette Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the applicant's breach of any of its obligations under, or the applicant's default of, any provision of this agreement.

By signing below I agree to the Rental Terms and Conditions

Applicant Name _____

Applicant Signature _____ or Initials _____

Date _____



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Rental Add-Ons

Liquor Liability \$250 -Required for any amount of alcohol consumed during event

Advance Storage \$75/day -Allows renters to store event items the day before or after
Based on availability

Caterer Coordination \$150 - WPD staff will do walkthroughs and coordinate setup and
breakdown with catering staff.

Wedding Ceremony in Park or Beach \$250 - 15 to 30 minute ceremony

Wedding Ceremony in Wallace Bowl \$500- 30 minute to 1 hour ceremony

Rehearsal Ceremony \$250 - Two hour rehearsal timeslot on alternate day
Based on availability.

Rental Payment

Non-refundable deposit is required to reserve a date and time. Balances are taken
on the first business day of the month prior to your event.

Room Fee Total _____ Add-on Fee Total _____

Total Rental Fee _____

Lakeview Deposit \$200

Wallace Deposit \$500

Pay in Full

Credit Card Number _____

Expiration Date ____ / ____

Billing Zip Code _____