



Outdoor Permit Application

(must be completed for groups larger than 25 for park sites)

Date of Application _____
Must be at least 1 week prior to date requested

Day of Week and Date Requested _____

Time Requested _____ to _____

Number of Expected Participants _____

Organization _____

Home/Work Phone _____

Main Contact _____

Cell Phone _____

Address _____

Email _____

City _____ Zip Code _____

Family Aquatic Center Fees

(Fees are per hour)

Resident \$356

Nonresident \$440

Corporate \$393

Fees listed are for 1-100 Guests.

If rental will have over 100 Guests please inquire for rates.

Purpose of Request

- Family Picnic
- Birthday Party
- Team Party
- Company Picnic*
- Organization Event*
- Other* _____

Facility Requested

- Childerely Park Shelter
(grill on site)
- Heritage Park Shelter
(grill on site)
- Horizon Park Shelter
(no grills allowed)
- Family Aquatic Center
(Private Party Hours Vary)

*A certificate of insurance is required for this group.

Shelter Rental Fees

Please note all parks close at dusk

	<u>M - F</u>	<u>Sat/Sun/Holidays</u>
Resident	\$80	\$155
Nonresident	\$110	\$215
Corporate	\$90	\$175

Due to internet security precautions, this payment form is only accepted via fax, mail or in-person. Credit card information is not accepted via email.

Visa/Mastercard/Discover/Amex # _____ Expiration Date _____ CVV# _____

Signature for Credit Card _____

For Office Use Only

Certificate of Insurance: Received by _____ Date Received _____

Fee Paid _____ Cash/Check # _____ Date _____ Received by _____

Damage Deposit Paid _____ Cash/Check # _____ Date _____ Received by _____

Rental # _____ / _____

Rules Governing the Use of Parks and Fields

Alcohol, Noise & Smoking

Alcohol, gambling, and loud music are not permitted at any Wheeling Park District rental. Smoking is prohibited in all wooded areas and within 100 feet of any athletic field or courts.

Applications

Submitting an application should not be considered an approved permit. Permits can only be issued by an authorized Wheeling Park District representative and are valid only on the dates and times requested. The receipt issued by the Park District is your park permit and must be available (upon request) in the event that there is a conflict in regards to the rental.

Dates/Hours

Picnic Shelter Permits are issued for the months April-October. All parks close at dusk.

Entertainment/Vendors

All outside vendors hired by your group must be issued a special use permit by the Wheeling Park District. Certificates of Insurance from such vendors must also be provided. This includes, but is not limited to, bounce houses, caterers, equipment suppliers and musical/theatrical acts. See Additional Fees and Services.

Ordinances

Park District ordinances can be found on our website at

Outdoor Grilling

Grills are available at some picnic sites and every fire shall be under continuous care and direction of a competent adult until such time as it is properly and completely extinguished.

Park Cleanliness

All picnic areas shall be left clean of debris after usage.

PA Systems/Amplification

Use of sound amplification systems is prohibited except when specifically authorized on the Special Use Permit.

Permits

Permits shall be canceled, should the Park District determine that usage will damage park/field conditions. Permits may be canceled and future permits denied and deposits lost if:

- The individuals are in violation of any ordinances, rules or regulations of the Wheeling Park District.
- User group have caused damage to Wheeling District or private property or found to be littering.
- Participants engage in disorderly conduct.
- Participants are in violation of the parks closing time which is sunset.

Sales/Vending

The sale of any products is not permitted.

Vehicles

Absolutely no vehicles are allowed on bike paths or in the grass. Violators are subject to being ticketed by the Wheeling Police Department and will lose their deposit.

I/We, the undersigned, hereby certify that I am/we are the sponsor(s) or appointed representatives of the organization requesting use of the facility. I/we will be responsible for the conduct and personal injury of all persons in attendance at the facility stated above. I/We hereby assume liability for any injuries, damages, or loss to the facility, equipment, and/or Wheeling Park District personnel or representatives during this time and place. It is fully understood and agreed to by all parties that the sponsoring organization guarantees to indemnify and hold harmless the Wheeling Park District, its public officials, employees, volunteers and agents against any and all suits of any manner which might arise as a result of the covered activities and that the sponsoring organization agrees to defend said Park District, its public officials, employees, volunteers and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity or any damages, judgments or decree which might be awarded against said District in the event that the suit should be brought as the result of the covered activity(ies), including transportation services as identified above. I have read the general rules and regulations on the reverse side and I understand that failure to comply with any or all rules will result in revocation of use request and damage deposit, and may also result in refusal of future use. Photo Disclaimer: Registrants and participants of program(s) and special events permits the Park District to take photos and videos of themselves and their child/ward for publication in the program brochure, website and additional uses as the Park District deems necessary unless the registrant or participant expressly files with the Park District a written objection as to photos or videos of themselves and/or their child/ward.

Signature _____ Date _____

Please return completed forms to: Wheeling Park District - Picnic Permit Application
333 W. Dundee Rd.
Wheeling, IL 60090
Fax 847-537-3481



Additional Permit Requirements

Additional Fees and Services

- A \$150 (non-refundable) fee will be charged per event for all temporary structures erected, such as tents (larger than 10' X 20'), dunk tanks and inflatables. A Certificate of Insurance is also required from these vendors or you may be required to purchase insurance through eventhelper.com.
- For a list of preferred vendors please contact the Facility Services Clerk.

Certificate of Insurance

Some events may require a Certificate of Insurance when a group or organization uses the Wheeling Park District facilities for their event. These include, but are not limited to, large parties or meetings, group dinners, business or organizational meetings, and some recreational activities. Requirements vary for each rental and details will be forwarded as required. The Wheeling Park District is required to obtain a copy of your Certificate of Insurance (COI) by our Risk Group carrier, Park District Risk Management Agency (PDRMA) for all outside organizations. The minimum required coverage is \$1,000,000 per occurrence for general liability. The Wheeling Park District must also be named as "Additionally Insured", and accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent.

Damage Deposit Fees

Resident and nonresident private groups - \$50

Nonprofit/School -\$50

If there are no damages your deposit will be refunded. You will be charged for any damages and time spent for clean up by our staff (if required). These charges will be deducted from your damage deposit. Damages over and above your deposit fee will be charged to the group and/or contact person named on this application. The Park District reserves the right to enforce any violation of permitted activities.

Contractual/Lack of Disclosure Penalty

The Park District reserves the right to enforce any violation of permitted activities. Any violation of the agreed contract, or lack of disclosure (as it pertains to entertainment, sales, vendors or contractors) concerning your rental will result in a fine not to exceed \$250 and loss of future usage.

Permit Information

- All fees and all Certificates of Insurance (if required) must be submitted at the time of your rental request. The Wheeling Park District will not accept incomplete applications.
- All individuals and groups using Park District facilities, parks and fields must abide by all local rules, regulations, laws and ordinances relative to the Wheeling Park District, Village of Wheeling and any regulatory authority.
- Cancellation of reservations must be done 7 days in advance of the scheduled rental time. Failure to do so will result in the forfeiture of the rental fee.
- In the event that the Wheeling Park District should close parks and fields due to inclement weather, a refund will be issued.