

Rental InformationEvent Date MM/DD/YY

Start Time _____

End Time _____

Rental times must include setup, decorating and clean up. Early entry is not permitted. Early Entry - \$450 per hour based on availability. Requests after midnight are subject to approval and additional fee. Late Fee (staying past contracted exit time) \$300 per half hour.

Expected Attendance _____

Package _____

Optional Amenities** Fountain View Recreation Center only.*

☐ **AV Package* (\$50)**
Includes: integrated AV, PA system, microphone, podium in the rooms only.

☐ **Table Linens (black) (\$150)**
Includes up to 20 rounds and 6 rectangle tables

☐ **Additional Linens (black) (\$50)**
Includes 6 rounds and 4 rectangle table linens. This is for silver and gold packages.

☐ **Warmer (\$30)**

Renter's Information

Name _____

Address _____

City _____ State _____ Zip _____

Cell Phone _____ Add'l Phone _____

Email _____ Birthdate _____

How did you hear about this rental/venue? _____

Have you seen any of our ads? ☐ Yes ☐ NoWill you have a DJ or a live band? ☐ Yes ☐ No**Organization Information***Only needed if you are renting on behalf of an organization.*

Name _____

Address _____

City _____ State _____ Zip _____

Cell Phone _____ Add'l Phone _____

Email _____

Fountain View Recreation Center

Room package includes: 6 Hours (6:00 PM - Midnight (12:00 AM)), 3 Gym Courts (Bleachers and 100 Folding Chairs), 3 Rooms (120, 121, 122), Kitchen, Outdoor Patio, Riser, 3 Party Hosts. Restrictions: 6 hours must include setup and takedown time. No early delivery of equipment, or equipment stored overnight. No alcohol.

☐ **Bronze Package: 500 Attendees**
\$2,700 + \$700 Security Deposit

☐ **Silver Package: 750 Attendees**
\$3,950 + \$700 Security Deposit
Includes additional host and Premier Room

☐ **Gold Package: 1,000 Attendees**
\$4,950 + \$700 Security Deposit
Includes additional Host and Premier Room

This is only a "request for availability" and is reviewed by Park District Staff before rental is confirmed. Full payment of security deposit is due at the time of submission of the Rental Request form. Once approved a rental contract will be generated and emailed. Full payment is due within 7 days of approval. It is only upon execution of contract and full receipt of payment that the rental request is guaranteed.

Return by Email rentals@csparks.org**Return by Mail** Carol Stream Park District, 849 W. Lies Rd. Carol Stream, IL 60188

ALCOHOL

No alcohol will be permitted.

CANDLES, INCENSE & PROPANE INDOORS

- The use of burning candles or incense is prohibited with the exception of birthday cake candles, sternos and religious ceremonies.
- Use of propane or gas equipment is prohibited indoors.

COMMERCIAL RATES

- Additional charges may be incurred based on the type of event.
- No person shall display, distribute, post or fix any placard, sign, handbill, pamphlet, circular or any other writing or printed material of any kind whatsoever, without written Carol Stream Park District approval.
- No person shall call or hold any public meeting or give any concert of public entertainment of any kind without Carol Stream Park District approval.

SELLING

- No person shall offer or exchange for sale any article or thing or do any hawking, peddling or soliciting, or buy or offer to buy an article or thing, raffling or auctioning, or take up any collection or solicit or receive contributions of money or anything of value in the Park System without Carol Stream Park District's written approval. no less than 60 days prior to the event. If approved an additional charge may be given.
- No person shall expose or offer for sale to the general public any articles or things, or conduct to solicit any business, trade or occupation or profession without a valid concession license agreement approved by Carol Stream Park District and then only in accordance with the terms and conditions thereof, it being the intention to control commercial enterprises or sales on Carol Stream Park District property.
- Any parties selling food that is not pre-packaged requires a permit from the Illinois Department of Health.

DECORATING

- No decorations may be attached or affixed on walls, doors or ceiling.
- The renter is required to cover all tables with tablecloths. The renter may use their tablecloths or rent linen tablecloths from Carol Stream Park District. Color selections are limited to black, based on availability.

EQUIPMENT USE

- The catering kitchen at the Fountain View Recreation Center is restricted to the use of the refrigerator, freezer, microwave, and countertops for preparation. The renter must follow all safety procedures by Carol Stream Park District. Carol Stream Park District is not held liable for any incidents or injuries in the catering kitchen. The renter is prohibited from using Carol Stream Park District concession equipment (i.e., nacho warmer, popcorn machine, hotdog cooker).

FOOD

The renter may use their own caterer or bring their own food. There is no oven or stove. Food cannot be sold without prior written request and approval.

INSURANCE

A Certificate of Insurance may be required for any activities involving moderate risk, which includes, but is not limited to: caterers, food trucks, sports competitions, parties charging admission, or parties selling any products or services. Carol Stream Park District must be named as additionally insured with policy limits in the amount of \$2,000,000 per person.

PAYMENT

Violation of these Rental Terms & Conditions result in forfeiture of all or part of the security deposit.

- This form is only a "request for availability" and is reviewed by Park District Staff before the rental is confirmed. Full security deposit payment is due at the time of submission of the Rental Request form. Once approved, a rental contract is generated and emailed. Full payment is due within seven days of approval. It is only upon the contract and full receipt of payment that the rental request is guaranteed.
- Acceptance of rental request form and security deposit is tentative and only guaranteed once rental is reviewed, confirmed, and approved by the rental supervisor. Rental is only guaranteed upon approval of the contract and receipt of complete payment. Rental approval is emailed to the renter at the email address provided on the rental request within five (5) business days.
- All rental times start and end according to the time indicated on the rental contract. Any set-up time and clean-up time by renter must be included within the start and end times on the rental contract.

SECURITY DEPOSIT

Payment of the security deposit is due at the time of reservation request. The remaining balance is due seven (7) days after the rental has been approved unless payment arrangements have been made with a rental supervisor. If rental terms and conditions have not been violated, the security deposit is returned within ten (10) business days after the rental date. If the security deposit was paid by check or cash, the deposit is returned by check and mailed to the renter. If the deposit was paid by credit card, the deposit is returned to the same credit card.

Carol Stream Park District reserves the right to keep all or a portion of the security deposit if

- The renter exceeds the maximum expected attendance.
- The renter conducts activities other than what is confirmed by the rental contract.
- The renter does not properly dispose of garbage produced by the rental event.
- Renter creates noise levels or plays music so loudly as to disturb the fitness center, front desk staff or any other activities taking place.
- Renter damages property such as, but not limited to, tables, chairs, floors and walls.
- Rental requires excessive cleaning by Carol Stream Park District.
- Renter violates any other terms and conditions of the rental contract or district ordinance.

PATIO

Rental includes a limited setup of tables and chairs on the patio.

- Alcohol is prohibited outdoors.
- Use of grilling equipment requires special permission from the Carol Stream Park District.

RENTALS CANCELLATION POLICY

- Security deposits are non-refundable, unless the rental is denied or cancelled by the Carol Stream Park District.
- Cancellation of a rental 30 or more days in advance of the event date will result in forfeiture of the security deposit.
- Cancellation of a rental less than 30 days of the event date will result in the Carol Stream Park District retaining 50% of total room fee.
- Room booking fees and security deposit are non-transferrable. If the renter would like to reschedule to a different date, the date is treated as an entirely new rental pending availability.
- No reduction in room package fees or rental time will be granted less than 30 days before the event.

SMOKING

Smoking is prohibited on Carol Stream Park District property, indoors and outdoors.

SUPERVISION

- Renter/Renter's guests may not loiter or use the halls or front lobby. The renter may not access or use any room, gymnasium, fitness center, area, or amenity not specified in the rental contract with the exception of the restrooms.
- Renter must remain with the rental and supervise their guests for the entire rental duration. The renter may use their own caterer or bring in their own food.
- All rentals are supervised by Carol Stream Park District staff. Carol Stream Park District staff set up Carol StreamPark District tables and chairs. Carol StreamPark District staff can not assist with Renter's activity or additional setup. They are empowered to restrict the group's facility misuse and protect Carol StreamPark District property. Renter and guests must cooperate with Carol Stream Park District staff and not cause a hindrance in the performance of staff duties.
- It is the responsibility of the renter to advise its party of the duties and authority of Carol Stream Park District staff on duty. Renter is responsible for the actions of their guests, including the supervision of minors at all times by a parent or guardian. Carol Stream Park District has the right to enforce a 1:12 ratio of adults to minors.

TERMS & CONDITIONS

Receive Terms & Conditions at csparks.org/rentals/guidelines/ of these Rental Terms & Conditions result in forfeiture of all or part of the security deposit. Any violation of the above terms and conditions may result in immediate shut down of rental/event.

I have read this form, fully understand and agree to the details of the above Rental Terms & Conditions and release of all claims.

Renter's Name PRINT

Renter's Signature

Date MM/DD/YY

INTERNAL USE ONLY

STAFF INITIAL

DATE MM/DD/YY

☐ PROVIDED RENTER WITH RENTAL TERMS & CONDITIONS

☐ PROVIDED RENTER WITH RECEIPT

☐ COLLECTED SECURITY DEPOSITS

☐ COMPLETED AUTOMATIC PAYMENT

☐ ENTERED INTO ACTIVE NET