



# Cary Park District Picnic Shelter & Bandshell Rental Application

*Applicants must be at least 21 years of age.*

Name \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Renter's Address \_\_\_\_\_ City \_\_\_\_\_  
Number Street Name

Phone (Best contact #) \_\_\_\_\_ E-mail \_\_\_\_\_

Resident  Non – Resident

Lions Park Shelter #1 \_\_\_\_\_ Lions Park Shelter #2 \_\_\_\_\_ Lions Park Ballfield Shelter \_\_\_\_\_

Lions Park Bandshell \_\_\_\_\_ Jaycee Park \_\_\_\_\_ Kaper Park \_\_\_\_\_

Requested Date \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_

Specific Purpose of Rental \_\_\_\_\_

Number of people expected to attend \_\_\_\_\_ Will there be an admittance fee to this event?  Yes  No

Additional Needs & Requests Alcohol, etc. \_\_\_\_\_  
See page 7 for more information

*I have read the attached rental guidelines. I agree to follow the rental guidelines as stated and understand that failure to follow the guidelines and comply with all applicable Cary Park District policies and ordinances may result in loss of privileges and loss of part or all of the required security deposit.*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Must be at least 21 years of age)

**Office Use Only Please return the application to the Facilities & Program Manager and keep pages 2-7 for reference**

Request has been: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

Usage Fee \_\_\_\_\_ Security Deposit \_\_\_\_\_ Date \_\_\_\_\_ Paid in full \_\_\_\_\_ Date \_\_\_\_\_ Rec'd by \_\_\_\_\_

Paid by: Credit Card (Type) \_\_\_\_\_ Cash (Receipt) \_\_\_\_\_ Check (#) \_\_\_\_\_ (payable to Cary Park District)



# Cary Park District

## Picnic Shelter & Bandshell Rental Application

### Rental Guidelines Picnic Shelters and Bandshell

Any general questions regarding these guidelines should be directed to the Cary Park District staff at the Community Center during regular building hours. Any specific questions or question after a rental has been approved should be directed to the Facilities & Program Manager during regular office hours or by e-mail.

#### *Lions Park Picnic Shelter #1 & #2*

There are 2 shelters at Lions Park located behind the Cary Park District Preschool and both are available to rent from 9:00am - dusk and the maximum length of rental is 8 hours. Each shelter has a solid roof, contains 6 picnic tables, garbage cans and capability for electricity upon request. Parking is available adjacent to the Preschool building as well as the main lot. Portable washroom facilities are located within the park.

***\*\*Each shelter has a capacity of 50 people; 51 or more people will require the rental of both shelter #1 & #2.***

#### *Lions Park Ballfield Shelter*

There is 1 shelter at Lions Park located adjacent to the ballfields, concession stand and playground. This shelter is available for rent 9:00am-dusk and the maximum length of rental is 8 hours. This shelter may not be available when ballfields are in use. This shelter has a solid roof, contains 12 picnic tables, garbage cans and capability for electricity upon request. Restrooms are located just east of the concession stand. There are 300 parking spaces within the main parking lot.

***\*\*Rental of ballfields are available with shelter rental at an additional fee.***

***\*\*Capacity of this shelter is 100 people.***

#### *Lions Park Bandshell*

Lions Park also has a bandshell that is ideal for large groups and any groups who will be having amplified music. This shelter is available for rent 9:00am- dusk and the maximum length of rental is 8 hours. The bandshell has a covered stage with capability of electricity upon request. Lawn seating is available on the adjacent hill. Portable washroom facilities are available within the park as well as on the east side of the concession stand.

#### *Jaycee Park Shelter*

Jaycee Park shelter has a solid roof and contains 4 picnic tables, garbage cans and capability for electricity upon request. Attached to the shelter is an additional room approximately 20' x 24' that may be utilized as well. This shelter is available for rent 9:00am-dusk and the maximum length of rental is 8 hours. Approximately eighteen parking spaces are available on first come first serve basis and may not be reserved. Parking within the Walgreen's parking lot is strictly prohibited. Permanent washroom facilities are adjacent to the shelter.

***\*\*Capacity of this shelter is 30 people.***

#### *Kaper Park Shelter*

This shelter has a solid roof, contains 12 picnic tables, garbage cans and capability for electricity upon request. This shelter is available for rent Monday through Friday 9:00am-dusk; maximum length of rental is 8 hours. It is also available Saturdays and Sundays 9:00am-12:00pm and 4:00-8:00pm. Other restrictions on availability may apply. There are 36 parking spaces located within the park. Permanent restrooms are also located adjacent to the shelter.

***\*\*Capacity of this shelter is 100 people.***



# Cary Park District

## Picnic Shelter & Bandshell Rental Application

Additional fees may be required due to extra requests; please see Page 7.

**The availability of any rental site is subject to Park District programs and special events.**

### Rental Process

1. Submit a completed Picnic Shelter & Bandshell Rental Application for review or submit a request online. \_\_\_\_\_
2. Upon review, the renter will be contacted by the Facilities & Program Manager to be notified if the application has been approved or denied. \_\_\_\_\_
3. If application has been approved, all fees associated with the rental will need to be paid in full. \_\_\_\_\_
4. If application has been denied, the Facilities & Program Manager will review issues or concerns with the renter for resubmitting of application for approval (if possible). \_\_\_\_\_
5. Refunds will be issued if application is denied. \_\_\_\_\_

**Any tents, jump houses and or other apparatuses must be pre-approved by the Facilities & Program Manager at the Park District at least 10 business days prior to your rental date.**

### *User Categories*

#### **Resident**

\*Includes Cary Park District based government or non-profit organizations whose membership is comprised predominantly (at least 75%) of Park District residents and the purpose of the rental is not commercial in nature.

\*Includes individual Cary Park District residents (must be 21 years of age) when the purpose of the rental is not commercial in nature.

#### **Non- Resident**

\*Includes non-Cary Park District based government, non-profit organizations or individual Cary Park District non-residents (must be 21 years of age) when the purpose of the rental is not commercial in nature.

*\*If the groups or event being conducted is commercial in nature, the fees in this category are not listed. Park District staff will determine the fee for rental based on the needs of each individual request. Additional fees may be added to the total cost of the rental.*

### **Staffing/Security**

Depending on the needs of each individual rental, Cary Park District staff may be required to be present during the rental. Additionally, parking attendants or security may be required as a safety consideration at the cost of the renter. The requirement for Park District staff or other staffing/security will be at the discretion of the Park District. Any additional costs including Park District staff expenses and insurance considerations necessary as a result of these requirements will be the responsibility of the renter.



# Cary Park District

## Picnic Shelter & Bandshell Rental Application

### **Cancellations**

Cancellations made at least 10 days prior to a reserved date will receive a full refund of deposits and usage fees paid. Cancellations made less than 10 days prior to a reserved date are eligible for a refund only if a replacement rental can be scheduled.

Refunds will not be given for rentals in the event of inclement weather. Rentals cancelled due to inclement weather may be given the opportunity to reschedule at a later date, depending on availability. Park District staff reserves the right to determine the severity of inclement weather and the opportunity to reschedule the rental. Park District staff may cancel a rental based upon severe weather, potential impact on park site, or for any other reason. Refunds for rentals cancelled by the Park District are at the discretion of and will be determined by Park District staff.

### **Additional Equipment and Special Permits**

Additional equipment or supplies are the responsibility of the renter. Additional equipment or supplies desired, the layout of the site and the related activities must be requested and approved in writing 10 days prior to the date of the rental by the Facilities & Program Manager and a Certificate of Insurance listing the Park District as “additionally insured” may be required. The layout of the site is subject to change at the discretion of Park District staff. The Park District will not sign for or accept delivery of any equipment or supplies. It is the renter’s responsibility to provide a representative to accept any deliveries of approved equipment and supplies.

Requests and special use permits for additional equipment or supplies must be completed and approved prior to the rental date. Where required, a special use permit for each additional piece of equipment or supplies brought on site must be issued through the Park District. No requests or special use permits will be granted on site or the day of the rental. The final approval of any piece of equipment brought onto the site is the discretion of the Park District.

The Park District will determine a designated place for each piece of additional equipment or supplies to be brought on site. Equipment or supplies not properly placed will result in the rental being cancelled immediately and the forfeiture of all fees paid.

### **Alcohol**

In compliance with Park District Policy 2-500 and Ordinance 2000-01-05, alcohol is not allowed in any park site without a proper permit provided by the Park District. A special permit fee and additional insurance coverage will be required. Approved alcohol use may only take place at the rental site and not in other adjacent areas. Failure to comply will result in termination of the rental, confiscation of the alcoholic beverages and may result in removal from the park or the police being contacted.

### **Automobile**

Motorized vehicles traveling outside of designated areas (parking lots/roadways) on park property are strictly prohibited. Asphalt paths within the park sites are not considered appropriate for motorized vehicle use. Drop off/pick up must be conducted from designated areas (parking lots/roadways) to the rental site unless alternative authorization and a special permit has been issued by Park District staff. Special permit requests will be considered for equipment drop off/pick up only and will be issued to a limited number of vehicles.



# Cary Park District

## Picnic Shelter & Bandshell Rental Application

### **Hold Harmless**

It is fully understood and agreed by the parties that User shall fully defend, indemnify and hold harmless the District including its officers, employees, volunteers, and agents 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.

The District does not assume any liability for property damaged, lost, or stolen on District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damage or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the District from any and all losses, claims, suits, or judgments or damages that User might sustain as a result of any and all activities connected with or associated with this Agreement.

**All insurance certificates must specifically state "The Cary Park District is an Additional Insured with respect to XXX's activities for a rental held at XXX on (date)."**

### *Automobile Insurance*

The need for or extent of insurance required will be determined by the type or level of activity required for a rental. Park District staff will determine the necessary insurance requirements for each rental.

### *General Liability*

The rental host shall secure and maintain in its own name and with the Cary Park District named as additional insured, general liability insurance covering bodily injury and property damage with limits of not less than one million dollars per person and one million dollars (\$1,000,000) per occurrence for each accident for bodily injury or death and five hundred thousand dollars (\$500,000) for each accident and one million dollars aggregate property damage. General Liability insurance may be purchased through the Park District via the Park District Risk Management Agency.

### *Alcohol*

All laws enacted by the Village of Cary, McHenry County, State of Illinois and the Federal Government regarding the consumption and distribution of alcohol apply. Renter's who want to have alcohol on site or supply alcohol must provide Host Liquor Liability insurance in the amount of one million dollars per occurrence naming the Cary Park District as additional insured. The certificate of insurance must be provided no later than 10 days prior to the rental date. Host Liquor Liability insurance may be purchased through the Park District via the Park District Risk Management Agency.

### *Worker's Compensation and Occupational Disease Policy*

The rental host shall secure, in its own name, workers compensation and occupational disease coverage to protect itself against liability under the workers compensation and occupational disease statutes of the state of Illinois and Illinois structural work act. Employer's liability must be five hundred thousand dollars.

**Additional needs, equipment or supplies (may require a special permit)**  
(See page 7 for a list of examples of additional needs, equipment or supplies)



# Cary Park District

## Picnic Shelter & Bandshell Rental Application

### Portable Sanitary Facilities

Rentals that have one hundred or more participants attending will be required to provide portable sanitary facilities. Cary Park District will arrange the delivery and pick up of the portable facilities but these items are at the renter's expense. The need for portable restrooms are based upon the following scale:

101-200 people	1 port-a-let minimum
201-300 people	2 port-a-let minimum
301-400 people	3 port-a-let minimum
Add an additional port-a-let for each 100 people over 400.	

Depending on the rental schedule for each individual site, portable facilities may have to be dropped off and picked up the same day as the rental. Park District staff will designate an appropriate spot for portable facilities to be placed within the park in relation to each individual site.

### Picnic Shelter & Bandshell Rates

#### Usage Rates

	<u>Resident</u>	<u>Non- Resident</u>	<u>Commercial in Nature</u>
<i>Lions Park Shelters #1 or #2</i>	\$50 per day Per Shelter	\$100 per day Per shelter	To be determined by Park District staff.
<i>Lions Park Ballfield Shelter</i>	\$100 per day	\$200 per day	To be determined by Park District staff.
<i>Bandshell</i>	\$300 per day	\$450 per day	To be determined By Park District staff.
<i>Jaycee Park Shelter</i>	\$50 per day	\$100 per day	To be determined By Park District staff
<i>Kaper Park</i>	\$100 per rental	\$200 per rental	To be determined By Park District staff

#### Deposits & Alcohol permit

<i>Rentals without an alcohol permit</i>	<i>\$100 per day</i>
<i>Rentals with an alcohol permit</i>	<i>\$225 per day</i>
<i>Alcohol permit fee (up to 100 people)</i>	<i>\$200</i>
<i>Alcohol permit fee (101-500 people)</i>	<i>\$225</i>
<i>Alcohol permit fee (501-3,000 people)</i>	<i>\$260</i>

**NOTE: Selling alcohol is strictly prohibited and is not covered under any alcohol permit.**



# Cary Park District

## Picnic Shelter & Bandshell Rental Application

### Examples of Additional Needs, Equipment or Supplies

**\*Need advance approval and may require additional fees and insurance**

- § Tents
- § Alcohol
- § Additional Staffing and or Security
- § Bands and/or amplified music
- § Inflatable apparatuses (Example Bounce House)
- § Concessions or selling of any food
- § Port-a-lets
- § Vehicle access
- § Vendors accessing Park District property
- § Outdoor Athletic Field Usage