

Facility Rental – Indoor

Let Us Help You Celebrate! Banquets, Parties, Corporate Meetings, Receptions, Luncheons & Golf Outings!

No matter the season, we're here to help create the perfect setting for your next memorable special event!

Whether it's a banquet, corporate meeting, golf outing, holiday party or family gatherings -- we have a facility that can accommodate your needs!

Location	Events & Accomodations	Room Name	Security Deposit	Per Hour Rate (Subject to Change)			Dimensions	Square Footage	Capacity	Banquet	U-Shape	Classroom
				Weekday	Weeknight	Weekend						
Belvidere Recreation Center 412 S. Lewis Avenue 847-360-4700	Meetings, Receptions,	Multipurpose Room	\$150	\$39	\$39	\$69/\$79*	37x70	2,600	150	●	●	●
	Private Events & Parties	Lounge	\$75	\$32	\$32	\$53/\$59*	34x25	690	40		●	●
		East/West Room	\$75	\$24	\$24	\$30/\$36*	20x23	480	30		●	●
		Kitchen (Flat Fee)		\$70	\$70	\$70						
The Field House Sports & Fitness Center 800 N. Baldwin Avenue 847-782-3300	Events, Expos/Trade Shows,	Meeting Room A		\$32	\$38	\$44	20x22	440	30	●	●	●
	Meetings, Parties &	Meeting Room B		\$32	\$38	\$44	20x22	440	30	●	●	●
	Athletic Tournaments	Meeting Rooms A&B		\$54	\$65	\$76	20x44	880	60	●	●	●
		Climbing Wall (2 hours)		\$150	\$150	\$175			20			
		Gym Court		\$50	\$65	\$65	66x100	6,600	n/a			
		Gymnasium		(Negotiated contract only)			200x200	40,000	varies			
Bonnie Brook Clubhouse 2800 Lewis Avenue 847-360-4732	Catered Banquets, Parties,	Banquet Room A		Room fee may be			27x30	810	150	●	●	●
	Meetings & Golf Outings	Banquet Room B		waived with food and			30x30	900	125	●	●	●
		Large Banquet Room		beverage service			30x60+	2,949	275	●	●	●
Jane Addams Center* 95 Jack Benny Drive 847-360-4700	Meetings, Receptions,	Multipurpose Room	\$150	\$35	\$35	\$66/\$76*	39x51	2,000	100	●	●	●
	& Parties	Kitchen (Flat Fee)		\$70	\$70	\$70						
				**Available Sept.–May Only								
Lilac Cottage* 1911 N. Sheridan Road 847-360-4740	Meetings, Showers, Small	Main Room	\$75	\$30 Res / \$40 Non-Res			18x30	540	24		●	●
	Parties & Family Portraits	Blue Room		\$20	\$20	\$20	15x20	300	6			
	NO CHILDRENS EVENTS	Kitchen (per rental)		\$30	\$30	\$30	9x12	108	n/a			
Dance Studio-Jack Benny Center 39 Jack Benny Drive 847-360-4740	Practice & Rehearsals	Dance Studio	\$150	\$75	\$75	\$100	29x40	1,160	30			
Schornick Theatre-JBC 39 Jack Benny Drive 847-360-4740	Meetings, Presentations	Schornick Theatre	\$150	\$75	\$75	\$100	27x21	567	99			
	& Special Gatherings	Stage										

*First price is for rentals of five hour or more. Second price is for rentals of four hours or less.

**Viewing: To schedule a time to view the Jane Addams Center please call 847-360-4700, for Lilac Cottage call 847-360-4749.

Weekend indoor room rental rates begin at 5pm on Friday.

General Rental Policies

- Renters must submit a \$75/\$150 (depending on rented room) security deposit to secure a reservation. Reservations must be made in person by the person responsible for the rental.
- Alcohol consumption and smoking not permitted in any indoor/outdoor facility.
- Reservations must be made at least two weeks prior to the rental date.
- Contract hours must include decorating and clean-up hours.
- Youth parties (events geared for 13-20 year-olds) require police coverage. The Waukegan Park District provides the police officer at the renter's expense of \$67 per hour with no exceptions. Youth parties must have one adult for every ten youth. Youth parties are by invitation only, no flyers will be accepted at the door. Refund of 50% will be made if cancellation is more than one month before the event. Youth parties must be paid for (in full) one month before party date. Youth parties will forfeit deposit if cancelled inside of one month of rental date.
- Use of the kitchen is available at the Belvidere Recreation Center and the Jane Addams Center for an additional flat fee of \$70.
- For continuous rentals, such as church services, please call 847-360-4700.
- No items can be stored at the facility before or after contracted rental time.
- At all indoor rentals, a supervisor is present throughout the length of the rental.
- Damage to the facility will result in the loss of the rental deposit.
- Failure to abide by the rental contract may result in deposit loss or shut down of the rental. Time lost will not be reimbursed.
- An accurate, state-issued ID card or drivers license must be presented to rent a facility.
- Must be 21 years of age to sign an agreement. Proof of current residency is required.
- Please see contract for additional rental policies not stated here.
- Leaving early does not result in an additional refund to security deposit.
- **NEW!** Catering equipment is available at BRC site only with a \$50 deposit and \$50 rental fee. Includes one 101-cup coffee percolator, fifteen 60-ounce clear water pitchers, four white coffee carafes and one 100-cup water heater/boiler.

RENTAL AGREEMENT HOURS
For BRC/JAC only
May-August: MO-FR 9am-8pm
September-April: MO-FR 4-8pm

Facility Rental – Outdoor

A Park Use Permit for pavilions includes picnic tables and grills. Reservations are also available for the Bowen Park Formal Garden and the Washington Park Bandshell. These two sites do not have picnic tables or grills.

Pavilions & Green Space: Maximum pavilion capacities, in certain situations, can be exceeded with the purchase of a Green Space Permit for use of adjacent areas. Please contact the Parks Department for more information at (847) 360-4725 or ndutack@waukeganparks.org.



Hinkston Park Main Pavilion (<i>Maximum Capacity 185</i>)		Resident/Non-Resident
Seating capacity: 112 (14 tables). Limited electricity available.		
Full day: 8am-sunset	Monday–Friday	\$95/\$130
	Saturday–Sunday	\$100/\$135
1/2 day: 8am-2pm or 3pm-sunset	Monday–Friday only	\$75/\$110



Hinkston Park South Pavilion (*Maximum Capacity 50*)
The South Pavilion is not available until Fall 2016



Bevier Park Picnic Pavilion (<i>Maximum Capacity 50</i>)		
Seating capacity: 36 (6 tables). Limited electricity available.		
Full day rental only.		
Full day: 8am-sunset	Monday–Friday	\$75/\$110



Bowen Park Janet & Robert Morrison Picnic Center (<i>Maximum Capacity 185</i>)		
Seating capacity: 112 (14 tables). Limited electricity available.		
Full day: 8am-sunset	Monday–Friday	\$95/\$130
	Saturday–Sunday	\$100/\$135
1/2 day: 8am-2pm or 3pm-sunset	Monday–Friday only	\$75/\$110 (<i>Limited availability June-August</i>)



Bowen Park Formal Garden (<i>Maximum Capacity 100</i>)		
Rental per hour. Limited electricity available.		
Available: 8am-sunset	Monday–Sunday	\$80/\$115 per hour



Washington Park Bandshell (<i>Maximum Capacity 100</i>)		
Rental per hour. Limited electricity available with notice.		
Available: 8am-sunset	Monday–Sunday	\$75/\$110 per hour

ALL OUTDOOR FACILITY RENTALS REQUIRE A \$75.00 SECURITY DEPOSIT IN ADDITION TO THE RENTAL FEE.
Security deposit refunds will be made after the facility has been inspected and is deemed clean and undamaged.

PLANNING ON BRINGING A LITTLE EXTRA?

Let us help you make your event special!

Thinking of items like bounce houses, tents, catering, live music, or games? These may require special permission, additional fees, or insurance before a permit can be approved. With notice, we can work with you to ensure you have everything you need!

Please contact the Parks Department for more information at (847) 360-4725.

CERTIFICATES OF INSURANCE

Some activities will require a certificate of insurance naming the Waukegan Park District as an “additional insured.” For example:

- Carnival rides, bounce houses
- Food prepared/served by a vendor or caterer (*may also require permit from Lake County Health Department*)
- Games, tournaments, charity walks or runs
- Public demonstration or rally
- Other large special events

Parks Department staff are available to help you through this simple process. For more information on Special Event Insurance please visit: <https://www.theeventhelper.com/>