

PICNIC PAVILION RENTAL PERMIT



GUIDE & APPLICATION 2016



PICNIC PAVILION FACILITY RENTAL FEES



1 Bevier Park Picnic Pavilion (Maximum Capacity 50) **Resident/Non-Resident**
 Seating capacity: 36 (6 tables). Limited electricity available.
 Full day rental only.
 Full day: 8am-sunset

Monday–Friday	\$75/\$110
Saturday/Sunday/Holiday	\$80/\$115



2 Bowen Park Janet & Robert Morrison Picnic Center (Maximum Capacity 185)
 Seating capacity: 112 (14 tables). Limited electricity available.
 Full day: 8am-sunset

Monday–Friday	\$95/\$130
Saturday/Sunday/Holiday	\$100/\$135

1/2 day: 8am-2pm or 3pm-sunset Monday–Friday only \$75/\$110 (Limited availability June-August)



3 Bowen Park Formal Garden (Maximum Capacity 100)
 Rental per hour. Limited electricity available.
 Available: 8am-sunset

Monday–Sunday	\$80/\$115 per hour
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4 Hinkston Park Main Pavilion (Maximum Capacity 185)
 Seating capacity: 112 (14 tables). Limited electricity available.
 Full day: 8am-sunset

Monday–Friday	\$95/\$130
Saturday/Sunday/Holiday	\$100/\$135

1/2 day: 8am-2pm or 3pm-sunset Monday–Friday only \$75/\$110



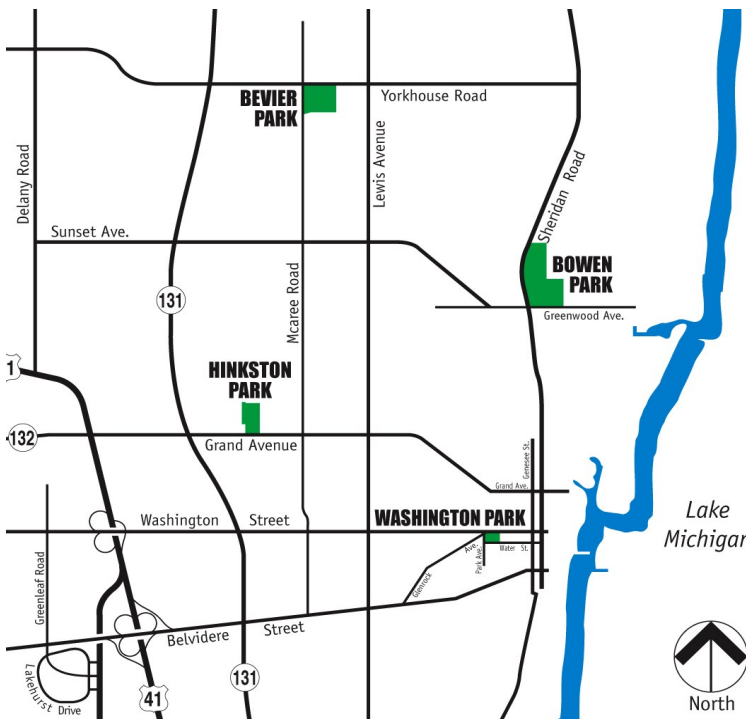
5 Hinkston Park South Pavilion (Maximum Capacity 50)
The South Pavilion is not available until Fall 2016



6 Washington Park Bandshell (Maximum Capacity 100)
 Rental per hour. Limited electricity available with notice.
 Available: 8am-sunset

Monday–Sunday	\$75/\$110 per hour
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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.



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.

Parking & Amenities

Parking: Residents are encouraged to use the off-street parking areas provided in many District parks. Vehicles are not allowed on grass in parks. It damages the turf and drainage and also causes unnecessary danger to park patrons. Bevier, Bowen, and Hinkston Parks have parking lots available.

Grills & Tables: All pavilions are equipped with a grill and tables, as indicated above. Additional picnic tables can be rented at \$10.00 / each. Personal grills and tables can be used in the park, as long as park rules prohibiting vehicle use on grass are followed.

Restrooms: Public restrooms are located at Bevier, Bowen, and Hinkston Parks. Restrooms are open from mid-April through mid-October, weather permitting, from sunrise to sunset.

Other services may be available to accommodate special needs.
 Call the Parks Department at 847-360-4725 or email ndutack@waukeganparks.org for information.

KEEP THIS PORTION FOR YOUR RECORDS PARK USE PERMIT APPLICATION—PAVILIONS KEEP THIS PORTION FOR YOUR RECORDS

APPLICATION GUIDE & GENERAL PARK RULES

A **Pavilion Use Permit** allows you to rent out one of our sheltered picnic areas for larger groups and events. A Park Use Permit for pavilions includes picnic tables and grills, with some sites providing limited electricity. 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. **Parks are limited by capacity** - please see the Picnic Pavilion Facility Rental Fees section for the various locations and features of each pavilion and details on which site can best suit your needs.

WHY DO I NEED A PARK USE PERMIT?

Our mission is to provide facilities, parks and open spaces that are attractive and safe for the people of our community. The Park Use Permit allows us to avoid overcrowding and accommodate groups for a pleasant, enjoyable park experience.

Examples of functions that require a Park Use Permit:

- ◇ Picnics with groups of 25 or more
- ◇ A family wishing to host a reunion or celebration
- ◇ A company, organization or church desiring to have a picnic
- ◇ A teacher or school planning an annual field day or class fun day activity
- ◇ A church desiring to hold a church service. All religious ceremonies must be approved by the Board of Commissioners of the Waukegan Park District. Please submit a letter with an agenda or program **at least six weeks prior to your event.**
- ◇ An organization wishing to have a rally, walk-a-thon or other community event. Please call our offices at 847-360-4725, for help in organizing. These types of events must be reviewed and approved by Park District staff.

GENERAL PARK RULES

All functions conducted in District parks or facilities must be held in accordance with District ordinances, policies and rules.

- ◇ Observe closing hours for park site (in most cases, sunset).
- ◇ **Alcoholic beverages are not allowed in District parks or facilities.**
- ◇ The possession or use of any cigar, cigarette, e-cigarette, smokeless tobacco or tobacco in any of its forms is prohibited while in District parks.
- ◇ Vehicles are restricted to designated parking areas and are **not allowed on grass areas.**
- ◇ Loud music, obscene language or boisterous behavior disturbing the public peace is not permitted.
- ◇ Facilities must be cleaned after use, trash and recyclables placed in proper containers and coals must be disposed of in designated hot coal containers.
- ◇ **The Park Patrol officer will monitor Park Use Permits. Please make sure to have your copy with you.**

STANDARDS FOR ISSUANCE

One or more of the following items may pertain to issuing a Park Use Permit.

1. That the proposed activity or use of the park shall not unreasonably interfere with or detract from the general public environment of the park.
2. That the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health.
3. That the proposed activity or use is not unreasonably anticipated to incite violence, crime or disorderly conduct and will not entail unusual, extraordinary or burdensome expense or police operation by the Park District.
4. That the park desired has not been reserved for other use at the day and hour required in the application.
5. A permittee shall be bound by all park rules and regulations and all applicable ordinances.
6. An applicant shall be required to indemnify and hold harmless the Waukegan Park District's officers and employees for liability arising out of such permitted activities before issuance of a permit.
7. An applicant may be required to hire off-duty Waukegan Police Department officers for security.
8. An applicant is required to provide a refundable \$75 deposit to the District for cleanup and/or damage when renting a pavilion. An applicant may be required to provide an additional refundable \$250 deposit for certain high impact activities. The District reserves the right to assess charges for damages and/or additional cleaning. Deposits are refundable provided all rules and policies are followed. Refunds shall be made after the area has been inspected and is deemed clean and undamaged.
9. If an applicant is requesting to sell food at the proposed activity, it will be necessary to obtain a permit from the Lake County Health Department.
10. **Due to capacity constraints, the Waukegan Park District may limit attendance when necessary.**
11. **The Waukegan Park District reserves the right to terminate its permits if:**
 - a) Applicant misrepresents, falsifies, or withholds information, or
 - b) If requirements, restrictions, terms and conditions or rules pertaining to this permit or any Waukegan Park District ordinances are violated.

APPLICATION PROCESS & REQUIREMENTS

- A Park Use Permit Application must be filled out for Pavilion Permits. Applications shall be made in person at the Belvidere Recreation Center, 412 South Lewis Avenue, Waukegan, IL 60085 during regular business hours.
- **Proof of residency and identification are required.** All deposit refunds are mailed to the address provided on the application. Incorrect residency information can result in the delay or loss of security deposits.
- Applications should be submitted **no later than 1 week prior to rental date.** Permits may not be considered or approved if submitted on short notice.
- The application must be signed by an adult (21 years of age or older) who will be in attendance and who will assume full responsibility for group use.
- The permit holder must declare on the permit application all activities which will take place and all equipment/supplies which will be used on the park premises.
- The rental fees and security deposit must accompany the application. Personal checks shall not be accepted less than fourteen (14) days prior to the reservation date. Cash, MasterCard or Visa are accepted in person at the Belvidere Recreation Center with application. **Payment cannot be made over the phone.**
- All Park Use Permits are subject to approval by the Park District.

CANCELLATION, REFUND, & SECURITY DEPOSIT POLICY

Cancellations:

You must notify the Parks Department at 847-360-4725 or via email at ndutack@waukeganparks.org, if your event is cancelled. To process your refund, all cancellations must also be submitted in writing.

Cancellation refunds of facility fees and deposits are issued on the following basis:

- Cancellations made up to one (1) week prior to reservation: Full refund of security deposit and facility fees.
- Cancellations made less than one (1) week prior to reservation date: **Refund of security deposit only. Facility fee is not refundable. Refund will not be made if the cancellation is due to inclement weather.**
- **Mail or email cancellation requests and return permit to:** Waukegan Park District, Park Maintenance Facility, 2211 Ernie Krueger Circle, Waukegan, IL 60087, or ndutack@waukeganparks.org

Security Deposit Refunds:

Pavilion/facility rentals require a \$75.00 deposit, to be paid at the time of application. The security deposit will be returned after the facility has been inspected and is deemed clean and undamaged. The District reserves the right to assess additional charges for damages and/or additional cleaning. Security deposits paid by Credit Card will be refunded back to your account. Deposits made by cash or check will usually be mailed to renters within two (2) weeks after the rental. **Deposit refunds are mailed to the address provided on the application.** Incorrect residency information can result in the delay or loss of security deposits.

An additional \$250.00 security deposit may be required for high impact activities or equipment, like bounce houses. This deposit can be made as a check, which the park district will hold. Following the same guidelines above, the security deposit check will be returned after the site has been inspected and is deemed clean and undamaged.

If actual attendance is larger than the number stated on this application or unapproved activities or equipment are used, there may be a \$50 fine as well as loss of deposit.

Please call the Parks Department at 847-360-4725 or email ndutack@waukeganparks.org for more information.

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
- 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/partner/pdrma> .

ADDITIONAL PERMITS

The following items will require special permission from the Park District and may require additional permits.

- Tents, sporting nets, carnival rides, bounce houses and any other equipment being staked into or disturbing the ground may require a **JULIE Locate**.
- If you are planning on having food prepared/served by vendors or caterers or to sell food at the proposed activity (Examples: food booths, vending trucks, grills/other equipment) **a permit from the Lake County Health Department** may be needed.

Please call the Parks Department at 847-360-4725 or email ndutack@waukeganparks.org for more information.

PERMIT WILL NOT BE ISSUED UNTIL ALL THE REQUIRED PAPERWORK IS SUBMITTED AND PROCESSED.

FAILURE TO COMPLETELY FILL-OUT OR SIGN YOUR APPLICATION WILL RESULT IN A DELAY IN PROCESSING.

PARK PATROL WILL MONITOR PARK USE AND ENFORCE PARK ORDINANCES AND RULES.

DUE TO CAPACITY CONSTRAINTS, THE WAUKEGAN PARK DISTRICT MAY LIMIT ATTENDANCE WHEN NECESSARY.