

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			
	Warming Kitchen <small>with room rental only</small>		\$20	\$30	\$30			n/a				
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 within 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 driver's 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.

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.



Hinkston Park Main Pavilion (Maximum Capacity 185) Seating capacity: 112 (14 tables). Limited electricity available.		Resident/Non-Resident
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 (Maximum Capacity 50) 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 (Maximum Capacity 185) 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 (Limited availability June-August)



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



Washington Park Bandshell (Maximum Capacity 100) 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.theeventhelp.com/>

Park Use Permit

The Waukegan Park District's parks and facilities are ideal sites for groups and individuals. You will enjoy the natural beauty of the parks, and appreciate the convenience of facilities provided in various areas. We offer a variety of amenities at reasonable rates with both Green Space and Outdoor Facility Rentals. See pages () for site and fee information. **Park Use Permit Applications** are available online and at the Belvidere Recreation Center, 412 South Lewis Avenue, Waukegan, IL 60085, starting on March 1, 2016. Proof of residency and identification are required. A Park Use Permit Application must be filled out for Pavilion Rentals and Green Space Permits. **Park Use Permits are not required for Indoor Facility Rentals.**

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. It also allows you to reserve a specific pavilion.

Examples of functions that require a Park Use Permit:

- Picnics with groups of more than 25
- 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. Any type of religious ceremony 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 for help in organizing. These types of events must be reviewed and approved by Park District staff.

REQUIREMENTS

- 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. Credit card payments may also be made online. **Payment cannot be made over the phone.**
- All Park Use Permits are subject to approval by the Park District.

GETTING YOUR PERMIT

1. Pick a park or facility. Whether large or small we have a park or facility that can meet your need.
2. Fill out a Green Space or Outdoor Facility Park Use Permit Application. Park Use Permit applications may be submitted beginning March 1st for the upcoming season. Applications are processed on a "first-come, first served" basis. We will contact you once your permit is approved.
3. Let us know if you need a little something more. Some activities, games, and structures require additional permission.
4. Your permit will arrive via mail or email. Once approved you will be given a copy of your permit. Be sure to have it on hand, the day of the event.

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 breaching 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.

CANCELLATION, REFUND, & SECURITY DEPOSIT POLICY

You must notify the Parks Department at 847-360-4725 if your event is cancelled.

To process your refund, all cancellations must be 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 not refundable. Refund will not be made if the cancellation is due to inclement weather.**
- **Mail or email cancellation requests and return permit to:** Parks Department, Park Maintenance Facility, 2211 Ernie Krueger Circle, Waukegan, IL 60087, or ndutack@waukeganparks.org

Security deposit refunds will be made 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 deposit refunds will usually be mailed to renters within two (2) weeks after the rental. **If the actual attendance is larger than the number stated on this application, the deposit may be forfeited.**

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 parking 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.

GREEN SPACE RENTAL

A "Green Space" Permit is issued for groups of 25 or more who wish to gather in the park, but do not wish to rent a pavilion. The Green Space Permit allows us to schedule larger groups using the parks to prevent over-crowding, and also assists the Park Patrol officers in enforcing regulations. This permit does not reserve any particular space in a park, nor does it guarantee the use of picnic tables or grills, which are on a first-come, first-served basis. **Parks are limited by capacity—please see the Green Space Rental Application for details on which site can best suit your needs.**

FEES

Group Size:	Resident/Non-Resident
0-25	Free
26-50	\$50 / \$75
51-75	\$75 / \$100
76-100	\$100 / \$125

Groups larger than 100 should contact the Parks Department at 847-360-4725 for pricing and assistance in planning their event.

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.

Belvidere, Bevier, Bowen, Clearview, Dugdale, Hinkston, Joe Sisolak, Larsen Nature Preserve, Powell, Smith, Upton, and Victory Parks have parking lots available.

Grills & Tables: Grills are available in Belvidere, Ben Diamond, Bevier, Bowen, Hinkston, Park in the Glen, Rudd Farm, Serenity, Upton, and Yeoman Parks. Each grill has two picnic tables. 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 Bedrosian, Belvidere, Ben Diamond, Bevier, Bowen, Dugdale, and Hinkston Parks. Restrooms are open from mid-April through mid-October, weather permitting, from sunrise to sunset.

Portable toilets are seasonally available at Belvidere, Callahan, Country Lane, Dugdale, King, Upton, and Victory Parks.

Other services may be available to accommodate special needs. Call the Parks Department at 847-360-4725 for information.