

# 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 & Accommodations	Room Name	Security Deposit	Per Hour Rate (Subject to Change)			Dimensions	Square Footage	Capacity	Banquet	U-Shape	Classroom
				Weekday	Weeknight	Weekend						
<b>Belvidere Recreation Center</b>	Meetings, Receptions,	Multipurpose Room	\$150	\$39	\$39	\$69/\$79*	37x70	2,600	150	●	●	●
412 S. Lewis Avenue	Private Events & Parties	Lounge	\$75	\$32	\$32	\$53/\$59*	34x25	690	40		●	●
847-360-4700		East/West Room	\$75	\$24	\$24	\$30/\$36*	20x23	480	30		●	●
		Kitchen (Flat Fee)		\$70	\$70	\$70						
<b>The Field House</b>	Events, Expos/Trade Shows,	Meeting Room A		\$32	\$38	\$44	20x22	440	30	●	●	●
<b>Sports &amp; Fitness Center</b>	Meetings, Parties &	Meeting Room B		\$32	\$38	\$44	20x22	440	30	●	●	●
800 N. Baldwin Avenue	Athletic Tournaments	Meeting Rooms A&B		\$54	\$65	\$76	20x44	880	60	●	●	●
847-782-3300		Multipurpose Room		\$32	\$38	\$44	15x39	585	40			
		Climbing Wall		\$45	\$50	\$50			20			
		Gym Court		\$50	\$65	\$65	66x100	6,600	n/a			
		Gymnasium		(Negotiated contract only)			200x200	40,000	varies			
<b>Bonnie Brook Clubhouse</b>	Catered Banquets, Parties,	Banquet Room A		Room fee may be			27x30	810	150	●	●	●
2800 Lewis Avenue	Meetings & Golf Outings	Banquet Room B		waived with food and			30x30	900	125	●	●	●
847-360-4732		Large Banquet Room		beverage service			30x60+	2,949	275	●	●	●
<b>Jane Addams Center*</b>	Meetings, Receptions,	Multipurpose Room	\$150	\$35	\$35	\$66/\$76*	39x51	2,000	100	●	●	●
95 Jack Benny Drive	& Parties	Kitchen (Flat Fee)		\$70	\$70	\$70						
847-360-4700				**Available Sept.–May Only								
<b>Lilac Cottage*</b>	Meetings, Showers, Small	Main Room	\$75	\$40 Res / \$50 Non-Res			18x30	540	24		●	●
1911 N. Sheridan Road	Parties & Family Portraits	Blue Room		\$20	\$20	\$20	15x20	300	6			
847-360-4740	NO CHILDRENS EVENTS	Kitchen (per rental)		\$30	\$30	\$30	9x12	108	n/a			
<b>Dance Studio-Jack Benny Center</b>	Practice & Rehearsals	Dance Studio	\$150	\$75	\$75	\$100	29x40	1,160	30			
39 Jack Benny Drive												
847-360-4740												
<b>Schornick Theatre-JBC</b>	Meetings, Presentations	Schornick Theatre	\$150	\$75	\$75	\$100	27x21	567	99			
39 Jack Benny Drive	& Special Gatherings	Stage										
847-360-4740												

\*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 847-360-4745.

**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 Lali Salinas for more information at (847) 360-4725 or via email [lsalinas@waukeganparks.org](mailto:lsalinas@waukeganparks.org).



**Hinkston Park Main Pavilion** (Maximum Capacity 185)

**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



**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
	Saturday–Sunday	\$80/\$115



**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
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**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.

**CONTACT INFORMATION**

For more information or to submit completed applications and other needed documents, contact **Lali Salinas** at the Parks Department.

**Office Number: 847-360-4725**

**Fax Number: 847-244-7345**

**Email: [lsalinas@waukeganparks.org](mailto:lsalinas@waukeganparks.org)**

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