710 Western Ave.
Geneva, IL 60134
630-232-4542 - phone
630-232-4569 - fax

ISLAND PARK WEDDING
PAVILION RENTAL
FEE & GENERAL INFORMATION
EFFECTIVE JANUARY 1, 2017

- Wheeler Park South Pavilion and Island Park Pavilion are available for rental. Pavilions are available for rental approximately April 16-October 16, 2017.

- Seating capacity inside the pavilions is approximately 60. Alcohol is not permitted in any Geneva Park District park.

- Rental applications are accepted beginning January 4, 2017 for Geneva Park District Residents and February 1, 2017 for Non-Residents. Only one rental per day is permitted in each park.

- All inquiries and arrangements for pavilion rentals should be directed to Dianne Jackson. Dianne may be reached by phone at 630-232-4542, or via email at djackson@genevaparks.com. No other Geneva Park District staff may handle pavilion rentals.

- Individuals renting a pavilion agree to abide by the Rules and Guidelines set forth by the Geneva Park District and the Park Ordinance. A copy of the Rules and Guidelines has been included in the pavilion rental packet. The Park Ordinance is available on the Geneva Park District website at www.genevaparks.org. Failure to adhere to all applicable rules may result in loss of deposit.

- Please be aware that Wheeler and Island Parks are open to the public. With the exception of the rented pavilion, all park amenities are available for use by Geneva Park District patrons. Also, while pavilions and restrooms are cleaned by Geneva Park District staff the morning of a rental, these are natural areas and therefore are subject to the effects of wildlife, insects, etc.

- A completed rental agreement, and applicable deposit and rental fee must be provided before a rental date may be reserved. Proof of residency and/or proof of non-profit status must also be provided, where applicable. Payment may be made by check, Visa or Mastercard only. If made by check, deposit and rental fee must be separate checks. After the rental date, if Geneva Park District determines that all pavilion rental requirements have been met, the deposit check will be destroyed, with notification by phone or email.

Fees:

Pavilion	Deposit	Resident Rental	Non-Resident Rental	Resident Non-Profit
Wheeler	$100	$ 50/day	$100/day	$ 25/day
Island	$100	$100/day	$250/day	$ 50/day

- **REFUND POLICY:** If a refund is requested more than 2 weeks prior to the date reserved, a 20% service charge will be assessed. Absolutely no refund will be given if reservation is cancelled within 2 weeks of the date requested. NO REFUND WILL BE GIVEN FOR INCLEMENT WEATHER.

PAVILION RENTAL
RULES AND GUIDELINES

Pavilions are not available for rental approximately October 15 through April 15.

1. Geneva Park District cleans the restrooms and surrounding area first thing in the morning prior to your event. However, because this facility is in a public park, someone may use the restrooms or pavilion prior to your arrival, so please make appropriate arrangements for additional cleaning. This is an outdoor facility and is subject to environmental factors such as weather conditions and insects.
2. Park District staff is not on the premises. In case of emergency only Geneva Park District security staff may be reached until 1:30pm at 630-232-4542, and after 1:30pm at 630-921-0239.
3. Your application may be turned down if another event has been pre-scheduled.
4. No shelter reservation issued to minors without parent or guardian.
5. Users of shelter may be asked to provide public liability insurance. The user must also agree to hold harmless the Geneva Park District for any accidents resulting in bodily injury or property damage.
6. No motorized or animal powered vehicles allowed in park.
7. No vehicles allowed on park grass or paths without prior permission.
8. Vehicles may enter Island Park through the south gate entrance only. Arrangements to have the gate unlocked need to be made in advance.
9. Catering or rental companies must remove their vehicle immediately after unloading.
10. Electrical outlets are available in the pavilion and stage.
11. Water is available from bathroom sinks or fountain only.
12. No tents allowed.
13. No large inflatable toys such as Moonwalks.
14. No pyrotechnics or flammables allowed.
15. No gambling.
16. No obscene language, pictures or writing.
17. No alcoholic beverages or drugs allowed.
18. No loud speakers, live entertainment, or amplified acoustics without prior permission.
19. No propane grills or fire pits allowed. Stationary charcoal grills are available at Wheeler Park, near both pavilions and at Island Park. Charcoal grills may be brought into the parks and operated by caterers only.
20. No soliciting.
21. No advertisement of any kind.
22. No permit issued for monetary gain.
23. No food or concessions to be sold.
24. No selling goods, wares or merchandise.
25. Obstruction of the bike path is prohibited.
26. Geneva Park District is not responsible for loss of personal property or personal injury.
27. Any damage to shelter, equipment or grounds will be charged to individual or group signing permit.
28. Park closing hour shall be 10:00 P.M. or as posted.
29. Shelter and surrounding area must be left clean.

Geneva PARK DISTRICT
We Make It Happen!
710 Western Avenue Geneva, Illinois 60134
Phone 630-232-4542 Fax 630-232-4569

RENTAL PERMIT

FOR ISLAND PARK WEDDINGS

(Not available for rental from October 16 through April 16)

I hereby make application for use of Park District property subject to the facility regulations:

Applicant(s) _____

Address _____ City _____ State ____ Zip Code _____

Day Phone _____ Evening Phone _____

Email Address _____
(BEST FOR COMMUNICATION PURPOSES)

RENTAL DATE REQUESTED

_____

RENTAL HOURS REQUESTED
(Available hours are 6:00 A.M. – 9:00 P.M.)

From _____ To _____

EXPECTED NUMBER OF GUESTS: _____ **CATERED EVENT:** ☐ YES ☐ NO

CHAIRS/TABLES RENTED FOR EVENT: ☐ YES ☐ NO (GPD does not provide chair / table rental)

GPD PICNIC TABLES PLACED IN OR OUT OF PAVILION: ☐ IN ☐ OUT

DECORATIONS: ☐ YES ☐ NO IF YES, DESCRIBE: _____

OTHER INFORMATION: _____

REFUND POLICY: If a refund is requested more than 2 weeks prior to the date reserved, a 20% service charge will be assessed. Absolutely no refund will be given if reservation is canceled within 2 weeks of the date requested. NO REFUND WILL BE GIVEN FOR INCLEMENT WEATHER.

NOTICE: Please understand that while the restrooms and shelters are cleaned early in the morning seven days a week, we cannot guarantee that they will remain as clean as we would like them to be all day. We ask that each rental party take responsibility for cleaning up the area after their rental, if necessary. Thank you for your cooperation.

This application, if approved, will serve as your permit for use of the property described above and must be in the possession of the person responsible at the site at all times.

I have read the terms and conditions governing the use of Geneva Park District property and agree to abide by them. In addition, I have carefully read the attached Insurance Liability Waiver and understand that my signature is required below for use of Geneva Park District facilities.

SIGNATURE: _____ DATE: _____

Please indicate your choice of payment:
☐ Check ☐ Visa ☐ Mastercard

Credit Card #: _____ Exp._____

Signature: _____

NOTE: Only registrations paid by credit card are accepted by FAX. When registering by FAX, it is mutually understood that the facsimile registration documents (including the waiver & release of all claims) shall substitute for and have the same legal effects as the original form.

OFFICE USE ONLY Initial: _____ Date: _____ Rental Fee: _____

Geneva Park District Waiver and Release of All Claims

IMPORTANT INFORMATION

The Geneva Park District (the "Park District) is committed to conducting its recreation programs and activities in a safe manner and holds the safety of participants in high regard. The Park District continually strives to reduce such risks and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety. However, participants and parents/guardians of minors registering for this program/activity must recognize that there is an inherent risk of injury when choosing to participate in recreational activities.

You are solely responsible for determining if you or your minor child/ward are physical fit and/or adequately skilled for recreational activities. It is always advisable, especially if the participant is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Recreational activities are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity. Depending on the particular activity, certain risks and dangers may exist due to inclement weather, slips and falls, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, lack of safety equipment, inadequate or defective equipment, failure in supervision and instruction or officiating, and premises defects. It is impossible for the Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in the Program(s), you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with the program(s)/activity(ies) (including transportation services, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in the program(s)/activity(ies), and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity that my minor child/ward or I may sustain as a result of participating in any and all activities connected with or associated with the program(s)/activity(ies). I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the program(s)/activity(ies).

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

I understand that my child/ward or I may be photographed or videotaped while participating in a Park District program. I give permission for photos and video images of my child/ward or me to be used to promote the Park District's recreation programs. Such photos and video images remain the property of the Park District.

Participant's Name (please print) _____

Participant's Signature _____
(18 years or older or Parent/Guardian)

Date_____

PARTICIPATION WILL BE DENIED If the signature of adult participant or parent/guardian and date are not on this waiver.