



Facility Rental Application

401 Wagner Road, Northfield, IL 60093

Phone: 847.446.4428 Fax: 847.446.4431

For Office Use Only

Total Fee: \$ _____

Deposit: \$ _____

Balance Due: \$ _____

Final Payment Due On: _____

Approved By: _____

Receipt No: _____

Today's Date _____

Renter Name _____

Address _____

City, State, Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

Date Requested _____ Time Requested (setup & cleanup time must be included in rental time) _____ to _____

Type of Event Planned _____ Number of Guests Anticipated _____

Will liquor be served? No Yes **If yes, mandatory liquor liability insurance is required.**

Insurance can be obtained through <https://www.theeventhelper.com/#DhNEIF>. By using this link the Park District will automatically receive your policy confirmation.

Please list any outside entertainment, food, beverage and/or other contractors who will be on site for your event. An insurance certificate naming Northfield Park District as an additional insured is required.

Will sound equipment be used? No Yes **If yes, please describe:** _____

Facilities Requested (Check all that apply)

Community Center		Willow Park	
Community Center Gym		Willow Park Diamond Field(s) Requested _____	
Residents Center		Tennis Courts # of Courts Requested _____	
Community Conference Room		Picnic Shelter	

Credit Card # _____

Exp. Date _____ CVC _____ Payment Amount _____

Authorized Signature _____

I have read, fully understand, and agree to adhere to all rules/regulations as listed in the Rental Use Agreement on the reverse side of this form.

Signature _____ Date _____

Printed Name _____



Park & Facility Rental Rates

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NORTHFIELD COMMUNITY CENTER

Community Center Gym

Resident Fee: \$70/hour Full Gym, \$45/hour Half Gym
N/R Fee: \$95/hour Full Gym, \$70/hour Half Gym
Affiliate Fee: \$70/hour Full Gym, \$45/hour Half Gym

Residents Center Room

Resident Fee: \$50/hour for full room - \$30 for half
N/R Fee: \$70/hour for full room - \$40 for half
With Kitchen: Additional \$20/hour*

**\$100 damage deposit required for kitchen use and may also be required depending on type of rental.*

Community Conference Room

Includes a 70-inch flat screen TV with connections to the conference table for presentations.

Attached breakroom with kitchenette may be available upon request.

Resident Fee: \$30/hour
N/R Fee: \$40/hour

WILLOW PARK

Picnic Shelter

Resident Fee: \$40/hour
N/R Fee: \$65/hour

Tennis Courts

Resident Fee: \$15/hour
N/R Fee: \$20/hour

Willow Park Sports Fields

Resident Fee: \$50/hour (see Rental Rules/Regulations #13 for details)
N/R Fee: \$75/hour (see Rental Rules/Regulations #13 for details)
Light Charges: Field#1: \$6/hour Field#2: \$12/hour Field#3/4: \$9/hour

CLARKSON LODGE

Weekdays (Monday-Thursday)

Resident Fee: \$60/hour
N/R Fee: \$75/hour

Fri, Sat, Sun, Holidays – Minimum of 3 hours

Resident Fee: \$90/hour
N/R Fee: \$120/hour

The Following Procedures May Apply to All Rentals:

- A non-refundable deposit of 50% of your rental fee is charged to reserve your rental. The balance will be charged one month before your rental.
- A \$250 refundable damage deposit is required.
- Liquor liability insurance is required if alcohol will be served at your event. <https://www.theeventhelper.com/#DhNEIF>.
- Written notice must be given for all cancellations. Cancellations made less than 30 days before your event forfeit the entire rental fee.

Rental Rules/Regulations

1. Park District activities have priority in all facility usage.
2. Any individual or group applying for use of the facility must complete and submit the appropriate rental forms and be approved before usage.
3. A non-refundable deposit of 50% of your rental fee is charged to reserve your rental. The balance will be charged one month before your rental.
4. Written notice must be given for all cancellations. Cancellations made less than 30 days before your event forfeit the entire rental fee.
5. **A \$250.00 damage deposit is required for all Clarkson Lodge rentals. Deposits shall be charged with remaining balance, one month prior to rental, and refunded within 2 weeks after the date of the rental if the facility was left free of damage and in an orderly state.**
 - If damage has occurred or Rules/Regulations are not followed, the Northfield Park District will determine whether the damage deposit, in whole or in part, will be refunded. Circumstances where the Northfield Park District may retain a portion or all of the damage deposit include but are not limited to the Rental Rules/Regulations violations, property damage and staff time/other resources incurred making NPD whole. This can include: 1) damage to Northfield Park District property; 2) additional cleanup costs; 3) operation of vehicles on grass or unauthorized areas; 4) repairs due to the misuse of Northfield Park District facilities; 5) delivery or pick up of event equipment outside of renter's approved time; 6) misrepresenting the event and/or information in the application, including event attendance and event features; 7) event beginning or ending outside of permitted time; 8) Renter's failure to abide by all laws, statutes, ordinances, rules, regulations, codes, and executive orders of the Northfield Park District, the Village of Northfield, the State of Illinois, and the United States.
5. **Renter must lock and secure all doors and windows, including double locking the bathrooms, of Clarkson Lodge following their event.**
6. Lodge keys must be returned to the Community Center front desk immediately following your rental. If the Community Center is closed, or you prefer, you may deposit the key in the mailbox to the left of the Clarkson Lodge front doors.
7. The Park District must approve all live entertainment and outside contractor participation in facility rentals. A certificate of insurance listing the Northfield Park District as additional insured is required from any contractor that will be on site during a rental.
8. Liquor liability insurance is required if alcohol will be served at your event. Insurance can be obtained through <https://www.theeventhelper.com/#DhNEIF>. By using this link the Park District will automatically receive your policy confirmation.
9. There is no smoking permitted inside any Park District facility.
10. Individuals applying for a rental must be 21 years of age, be present at the rental period and assume responsibility for all actions of the group and usage of the room and equipment including the chaperoning of minors.
11. A rental permit shall be revoked at any time due to misconduct of individuals, falsification of information, misuse of property or failure to comply with Park District rules and regulations. Rental payment will be forfeited to the Park District and future permits will not be issued to group or individuals involved.
12. Park District reserves the right to prohibit any rental application that is contrary to the public safety and welfare.
13. Renter shall not tape items to the painted walls. All decorations MUST be completely removed.
14. No glitter or confetti is allowed in Clarkson Lodge. No candles are allowed with the exception of birthday cake candles.
15. All garbage is to be collected and placed in receptacles outside of the building. All facilities must be returned to the state they were found in after the rental. Failure to do so will result in losing a portion of the security deposit.
16. The Park District reserves the right to relocate any rental location based on unforeseen circumstances.
17. The Park District is not responsible for any items left or lost on the premises.

Waiver & Release of All Claims

The undersigned participant agrees to obey all Northfield Park District rules and regulations, as well as Park District employees. As a user of this park/facility, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including deaths, damages or loss which I may sustain as a result of participating in any and all activities connected with or associated with the use of stated park/facility. I agree to waive and relinquish all claims I may have, as a result of use of stated park/facility, against the Northfield Park District and its officers, agents, servants and employees. I do hereby fully release and surcharge the Northfield Park District and its officers, agents, servants and employees from any and all claims from injuries, including death, damage or loss which I may have or which may accrue to me on account of my use of stated park/facility. I further agree to indemnify and hold harmless and defend the Northfield Park District and its officers, agents, servants and employees from any and all claims resulting from injuries, including death, damages, and losses sustained by me and arising out of, connected with, or in any way associated with the use of stated park/facility. I have read and fully understand the above details and Waiver and Release of Claims. Before this facility application is considered approved, the person listed must sign this Waiver and Release of All Claims. Where users are under 18 years of age, this Waiver and Release of All Claims must be read and signed by their parent or legal guardian.

The signed (front of application) agrees that he/she will be responsible to the Board of Commissioners of the Northfield Park District for the use and care of the Park District property. He/she further agrees that the activity will conform with that stated in the application and Park District Ordinances.