



# SANDWICH PARK DISTRICT

1001 N. Latham Street Sandwich, Illinois 60548 (815) 786-8044

Rev. 006062024

**Rental Emergency Contact: 815-509-9302**

Office Use
A:
FH:
Date:

**Building and Shelter use agreement is PENDING until approved**

\*The contract holder is the sole contact responsible for coordinating with Park District staff and must be present and available for the entire duration of the rental. Contract holder must be at least 21 years of age.

Contract Holder: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Must show valid ID for proof of age and residency.**

Email Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Request for use:  Large Room  Board Room Park Shelter location \_\_\_\_\_

If you will be needing the use of the kitchen, Will you be putting up a tent? Y / N Size \_\_\_\_\_

please check the box.  Kitchen Will you be needing electricity? Y / N (Shelter Only)

Do you plan to amplify music? Y / N

- The building will close no later than 9:00PM.
- All outdoor park/shelter rentals must end and the park vacated by one (1) hour after dusk.

Day of week \_\_\_\_\_ Date : \_\_\_\_\_

*(minimum of 14 business days advance notice required)*

\*Enter Venue: \_\_\_\_\_ &\*Exit Venue: \_\_\_\_\_

*\*allow time for event setup and event clean up in your enter/exit time.*

Purpose for use: \_\_\_\_\_ Approximate number of attendees: \_\_\_\_\_

*(Occupancy limit for Large Room 100)*

**Alcohol Permit Requirements: Are you requesting to serve alcohol at your event? Y / N**

### Park District Resident

\$120 first 3 hours, \$25 per hour thereafter

Plus \$100 refundable damage deposit

Shelters: \$25 first 3 hours, \$10 per hr. thereafter

Shelters Electric charge:\$10 minimum.

### Park District Non-Resident

\$170 first 3 hours, \$25 per hour thereafter

Plus \$100 refundable damage deposit

Shelters: \$35 first 3 hours, \$10 per hr. thereafter

Shelters Electric charge:\$10 minimum.

### Not Profit Groups and or Events

\$85 first 3 hours, \$25 per hour thereafter

Plus \$100 refundable damage deposit

Shelters: \$25 first 3 hours, \$10 per hr. thereafter

Shelters Electric charge:\$10 minimum.

### Profit Groups and or Events

\$170 first 3 hours, \$25 per hour thereafter

Plus \$100 refundable damage deposit

Shelters:\$35 first 3 hours, \$10 per hr. thereafter

Shelters Electric charge:\$10 minimum.

### Office Use:

Rental room rental Fee: Rate for 1st 3hrs.....\$ \_\_\_\_\_

Additional Hours..... X \$ \_\_\_\_\_ \$ \_\_\_\_\_

Shelter rental Fee: Rate for 1st 3hrs.....\$ \_\_\_\_\_

Additional Hours..... X \$ \_\_\_\_\_ \$ \_\_\_\_\_

Electricity Charge (Shelter only) \$ \_\_\_\_\_ \$ \_\_\_\_\_

Total Rental Fee..... \$ \_\_\_\_\_

**Rental Payment is due no later than on or before**

\_\_\_\_\_ (14 business days before rental date)

### Office Use: Fee and deposit need to be paid separately.

Damage Deposit received on: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

**Must Complete Rental Deposit slip, in rental binder**

Approval called on \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

Rent received on: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

This an agreement between the Sandwich Park District and the "contract holder" for the use of any facility owned by the Sandwich Park District. We the aforementioned do hereby agree to the following regulations set forth by the Sandwich Park District. These regulations are to be followed to assure the release of contract holders deposit.

**The Sandwich Park District Lightning Detection Policy will be enforced. At the first sign or warning of lightning or severe storms all residents MUST exit the park. A lightning detection horn and strobe will sound off. Wait 30 minutes for the 3 short horns for all clear. The park will be CLOSED during severe storms and/or lightning. The unit can be seen on top of the building.**

1. **No Smoking** - in any indoor facilities. This includes restroom areas.
2. **No Alcohol** - Special permission and permits must be approved if alcohol is consumed in our facilities or at park shelters. You will be FINED, per Ordinance and lose your security deposit if alcohol is present without a special alcohol permit issued by the Sandwich Park District.
3. **No pets** are allowed in the building during rentals, however **service dogs are permitted.**
4. **Damage Deposit** – Contract Holder is responsible for any damages incurred during use. - Damage deposits held with check will not be returned, the check will be shredded if no damage is reported. Cash deposits require signature with proof of ID for the return of cash deposit to the contract holder. Credit card deposit - A valid credit card must remain on account/file for the duration of your rental.
5. Entry to the Park District office area is prohibited.
6. Do not disturb the program equipment located in large room closets. These items are for program use only.
7. Park District coffee makers are available for use, filters are provided, we do not furnish coffee. Coffee makers need to be clean thoroughly. Kitchen has stove, refrigerator/freezer and microwave for your use. Nothing is to be used in the kitchen cabinets.
8. Decorations are acceptable, however; no tape, thumbtacks, piñatas, etc. on the walls, ceiling or light fixtures. Table decorations and balloons are fine, however you must remove all tape from tables.
9. You will sweep all floors - vacuum carpeted/rug areas - mop up any spills - wipe down tables and returned correctly to the rack (from large on bottom to small on top - wipe down chairs, if needed and put them away following instructions that can be found on the chair closet wall - clean up in kitchen area, if used - collect all trash, put in a new bag and take all trash to the dumpster (dumpster is located at the entrance to the main parking lot) - Make sure that the all (4) restrooms are clean, wiping down sink and counter. Cleaning products, trash bags, broom, mop and vacuum will be provided. If you're unclear of your cleaning responsibilities' please ask the facility host on duty. Facility host will also go over these with you the day of your rental.
10. Noise levels must be kept down. Be considerate of staff, other organizations and also the neighbors of the park.
11. Any carpet/rug spills will be so noted by the Facility host and a fee may be charged to cover the cost of carpet/rug cleaning.

**The following is not to be construed as a lease agreement. The Sandwich Park District reserves the right to cancel the organization / renter's use of the facility/shelter at any time without prior notice. I have read this agreement and agree to its terms.**

\_\_\_\_\_ Date: \_\_\_\_\_  
Contract Holder signature:

\_\_\_\_\_ Date: \_\_\_\_\_  
Park District Representative's signature:

**For Office Use Only**

Facility host \_\_\_\_\_ Time group left \_\_\_\_\_ AM / PM Soiled Rugs/Carpet? Y / N

Damages: \_\_\_\_\_

I \_\_\_\_\_ agree to the damages noted above. If any damages are later  
Contract Holder  
uncovered prior to the release of your deposit, we will notify you.

Comments: \_\_\_\_\_

# Alcohol Use Permit Application

All applications and functions held within the Sandwich Park District are subject to all of the laws and ordinances as indicated in the Park District General Ordinance (copies available at [www.sandwichparkdistrict.org](http://www.sandwichparkdistrict.org) or at our office). In addition to these rules and policies, the following guidelines are also applicable for consumption of alcohol. The Sandwich Park District guidelines permit the consumption of alcoholic beverages only when the following alcoholic beverage use regulations are followed:

1. The consumption, not sale, of alcoholic beverages (beer and wine) is in concurrence with the park district policy, permission given to a recognized community group or responsible organization or adult individual renting a facility.
2. The consumer has completed the attached permit as well as paid the \$300 deposit at the time of rental. This deposit will be refunded after the facility has been inspected and released. The renter must be present at the rental and inspection at the end of the rental.
3. To sell alcoholic beverages, a park district permit is required along with a temporary liquor license from the City of Sandwich Liquor Control Commission.
4. To serve alcoholic beverages, groups must obtain host liquor liability insurance.
5. An approved security guard must be provided when alcoholic beverages are present. The guard must be a licensed, insured and uniformed officer. If a private security guard (s) is used, prior approval must be obtained by the Sandwich Park District Board of Commissioners. One security guard or officer is mandatory for groups of 70 or less when alcoholic beverages are being served. Groups of more than 70 are required to have additional security (1 officer for every 70 people). Based upon the nature of the event, additional security staff may be required based upon review and/or recommendation of the Park District Director. If sufficient security is not on site, the permit is subject to revocation. Additionally, special areas must be designated for alcohol distribution and consumption with a building, tent or shelter. Alcoholic beverages are not permitted on roads, roadways, or parking areas. **The serving of alcohol must cease one hour prior to the end of the contract rental time.**
6. The consumption of alcoholic beverages must occur in a Park District building or shelter. Consumption throughout the park is not permitted. A building is defined as any structure, permanent or temporary, that has a roof and/or sides. For tents larger than 10' x 10', a tent permit and permission is required.
7. Any person consuming or in possession of alcohol on park district property at the applied-for event, must have a valid government or state-issued picture identification card with them at all times, stating their age.
8. **All outdoor park/shelter rentals must end and the park vacated by one (1) hour after dusk.**
9. The Sandwich Park District Lightning Detection Policy will be enforced. At the first sign or warning of lightning or severe storms all residents MUST exit the park.

Person responsible for handling of alcohol: \_\_\_\_\_

Confirmed attendance: 21 & over: \_\_\_\_\_ Under 21: \_\_\_\_\_

SPD Park Staff Name and # of Hired Officer(s): \_\_\_\_\_

Third park security Name(s) of 3rd party security agency/officers: \_\_\_\_\_

Address of security agency: \_\_\_\_\_ Phone #: \_\_\_\_\_

Copy of Host Liquor Liability Insurance, purchased by renter. (Attached)

I have read and agree to all of the terms and conditions of the Sandwich Park District Ordinances and the Sandwich Park District Alcohol Use Permit Application and Guidelines.

Name of applicant (printed): \_\_\_\_\_ Name of applicant (signed): \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Executive Director signature:

# ROOM DIAGRAM

David A. Francis Center Large Room

