



PARK DISTRICT of OAK PARK Oak Park Conservatory Rental Application

Submit Applications To:
615 Garfield Street
Oak Park, IL 60304
(708)725-2400
reservations@pdop.org

INSTRUCTIONS: Applicants should complete and submit this form for review a minimum of 3 weeks prior to the date of the event. Applicants can expect to receive a response regarding applications within 10 business days. Once approved, a confirmation will be sent via e-mail and a damage deposit of \$100 will be due within 3 business days. Full payment for rental fees is due 30 days prior to event

APPLICANT INFORMATION

RENTER'S NAME		ORGANIZATION /GROUP NAME <i>(if applicable)</i>	
STREET ADDRESS			
CITY		STATE	ZIP
DAYTIME PHONE	CELL PHONE	E-MAIL ADDRESS	

LOCATION REQUEST

FIRST CHOICE	CENTER REQUESTED	EVENT DATE(S)	START & END TIMES <i>(including set-up & clean-up)</i>
Al a Cart Options	RUBINSTEIN GARDEN	CONSERVATORY SHOWROOMS	CONSERVATORY LOBBY

EVENT INFORMATION

Type of Event: _____ Total Attendance Expected: _____

Room Set-Up Requested: Banquet Style Conference Style Theatre Style Classroom Style

YES NO

- Will you be bringing any equipment into the facility for your rental? If so, what?
- Will participants/guests at your event be charged a fee or be encouraged to make a donation for attending? Will any items be for sale at your event? If so, please describe:
- Will any performers or vendors be present at the event? If so, who? (ie: Caterers, tent rental, entertainers)
- Do you have any special needs or requests? If so, what?
- Will you be serving alcohol or food?

RENTAL FEES

YES NO

- Do you require use of the kitchen? (No fee charged at the Conservatory. No cooking allowed on premises)
- Are you applying for Conservatory Al a Cart options at an additional flat rate fee per space? If so, please list requested Al a Cart Options. (Lobby, Rubinstine Garden, Showrooms)
- Are you applying for the Oak Park Resident discounted rate? *(If yes, please attach proof of residency with application.)*

FOR OFFICE USE ONLY

Received by: _____ on: _____ at: _____ Reservation #: _____ Initial Confirmation: _____ Final Confirmation: _____
(Initials) (Date) (Time) (In Rec Trac) (Date) (Date)

Residency Verified by: _____ on: _____ Notes: _____
(Initials) (Date)

(TURN OVER TO PROVIDE SIGNATURE & PAYMENT INFORMATION)

FACILITY RENTAL RULES & REGULATIONS

Renter Responsibilities & General Guidelines:

Renter is responsible for leaving the facility in the same condition it was found. All decorations must be removed, tables and chairs must be wiped down, floor must be swept, and any other necessary cleaning must be done within the scheduled rental time (Facility Attendants will be responsible for putting away any tables or chairs at the completion of the rental). Renter (the specific person listed on the Rental Application) is required to be present for the entire length of the event and is required, in cooperation with the Facility Attendant, to complete and sign a facility checklist at the conclusion of the event.

Renter is responsible for own actions and the actions of those in attendance at their event as well as ensuring that all activities are properly controlled and supervised. Adequate adult chaperones must be provided for guests under 19 years of age (generally at least 1 adult chaperone should be provided for every 10 youth in attendance). Smoking and alcohol is not permitted in Park District community centers or parks. All persons in attendance will comply with the rules and laws of the Park District of Oak Park, Village of Oak Park, State of Illinois, and any other applicable governing bodies. Any behavior deemed by Park District staff to be destructive or inappropriate in any way shall be cause for immediate eviction and loss of rental fees & deposit.

Decorations & Permitted Activities:

All materials, decorations, and equipment brought into the rented facility must be removed upon the completion of the rental. The Park District assumes no responsibility for any accident, theft, or loss of property. There are no provisions for renters to store any items prior to or after any rental unless approved in writing in advance (and at an additional cost). All decorations must be free-standing (nothing can be attached to walls, doors, ceilings, or windows). Helium balloons must be weighted. Table covers are encouraged to ensure that tables are not damaged and to ensure an easy clean-up. No confetti, glitter, flower petals, silly string, or any other items of this nature may be used by the renter or anyone in the renter's party. Requests for the use of any open flames (including candles, "Sternos," etc.), amplified music (including stereos/boom boxes) must be noted on the application and approved in writing in advance.

Food & Alcohol:

Alcohol service requires a daily or yearly liquor license from the Village of Oak Park. They too will need a Certificate of Liquor Liability listing the Village of Oak Park as certificate holder. No alcohol can be taken outside of the Conservatory or garden.

Guests are not permitted to cook on premises, nor to serve home-made food product. All food must be provided by a licensed food handler or store bought.

Return of Deposit:

Renters will receive the balance of their deposit within 3 weeks of the end of the rental. The refunded amount will be made out to the renter listed on the application by credit card if originally paid in that way or check if the original deposit was made by check or money order. Assuming that the facility rental begins and ends at the agreed upon time and that the facility is left in the same condition found at the start of the rental, renters should have little issue in having the entire amount of their deposit returned. However, below are listed some examples of reasons why previous renters have lost a portion or all of their deposit:

- Renter listed on the Rental Application was not present during the length of the entire rental
- Renter arrived earlier to set-up or stayed later than was agreed to in Rental Agreement
- Kitchen or other special equipment was used that was not included in the original Rental Agreement
- Facility was left dirty or in worse condition than was presented to Renter at start of rental
- Park District equipment or facilities were damaged during the rental
- False information was provided on Rental Application
- Police were called to address an incident that occurred during the rental

Waiver & Release of Claims:

By signing below, I understand and agree to follow all guidelines set forth in this document as well as the Park District Rules & Regulations Governing Uses of Park Facilities. I recognize that I am responsible for my actions as well as those of anyone else in attendance at my event, invited or uninvited. To the extent permitted by law, my organization, representatives, guests, and I will indemnify, save, defend, and hold harmless the Park District of Oak Park and its officers, officials, agents, volunteers, and employees (hereinafter referred to as "district") from and against any and all liabilities, obligations, claims, damages, penalties, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) from any and all claims resulting from injuries, damages, and losses sustained arising directly or indirectly in connection with, or under, or as a result of this application process and permitted event. Should I or my guests fail to follow Park District rules and guidelines outlined in Park Code and/or this agreement, perform adequate clean-up, or if damage occurs to Park District property, I understand that I will be billed at full cost plus overhead for clean-up and repair. In addition, such failure may result in the denial of future approval for a facility rental or the requirement of a larger deposit for future events. Please review your Facility Sales Receipt for more information including our refund policy.

SIGNATURE _____

DATE _____

DAMAGE DEPOSIT (\$100) PAYMENT INFORMATION

Payment Method: Credit Card (Visa, Master Card, Discover, or AmEx) Check (#: _____) Total Payment: \$ _____

Account #: _____

Expiration Date: ____ / ____ / ____

Card Holder Name: _____

Card Holder Signature: _____

FINAL PAYMENT INFORMATION

Payment Method: Credit Card (Visa, Master Card, Discover, or AmEx) Check (#: _____) Total Payment: \$ _____

Account #: _____

Expiration Date: ____ / ____ / ____

Total Payment: \$ _____

Card Holder Name: _____

Card Holder Signature: _____