

# Park Shelter Reservation Request

Complete this form and return to  
In Person: Prairie Point, 313 E. Washington St, Oswego, IL 60543  
Mail: Reservations, 313 E. Washington St, Oswego, IL 60543  
Email: reservations@oswegolandpd.org



- **Residents** may reserve shelters beginning **January 2** for that calendar year.
- **Non-Residents** may reserve shelters beginning **April 1** for that calendar year.

The Oswegoland Park District reserves the right to deny any request based on the general safety and well-being of the public and/or the impact this use may have on the facility/park requested. Each request will be considered on an individual basis. All paperwork is due to Oswegoland Park District a minimum of two weeks prior to the reservation date. This request does not give you exclusive use of the park.

## Applicant Information

Name (Individual/Contact Person)	Date of Birth		
Address (No box numbers, please)	City	State	Zip code
Phone Number	E-mail Address		

## Event Information

Organization	Event Purpose	Event Date
Estimated Attendance	Description of Activity	

## Facility Information

						
<b>Grande Park</b> 26333 Grande Park Blvd, Plainfield Seats 100 People <input type="checkbox"/> 11am-3pm or <input type="checkbox"/> 4pm-8pm \$125(R)/\$150(N) per time slot	<b>Hudson Crossing</b> 65 N Harrison St, Oswego Seats 50 People <input type="checkbox"/> 11am-3pm or <input type="checkbox"/> 4pm-8pm \$125(R)/\$150(N) per time slot	<b>Jaycee Park</b> 134 Saugatuck Rd, Oswego Seats 60 People <input type="checkbox"/> 11am-3pm or <input type="checkbox"/> 4pm-8pm \$75(R)/\$100(N) per time slot	<b>Prairie Point Park</b> 4120 Plainfield Rd, Oswego Seats 40 People <input type="checkbox"/> 11am-3pm or <input type="checkbox"/> 4pm-8pm \$125(R)/\$150(N) per time slot	<b>Violet Patch Park</b> 1425 Route 25, Oswego Seats 20-25 People <input type="checkbox"/> 11am-3pm or <input type="checkbox"/> 4pm-8pm \$75(R)/\$100(N) per time slot	<b>Waa Kee Sha Park</b> 4700 Reservation Rd, Oswego Seats 50 People <input type="checkbox"/> 11am-3pm or <input type="checkbox"/> 4pm-8pm \$75(R)/\$100(N) per time slot	<b>Other Park</b> Park Name: _____ Event Time: _____

- Prices listed are for a four hour time block.
- Full payment is due at time of Park Shelter Reservation Request. In addition, a **\$50** damage deposit is required - check or credit card is preferred. The damage deposit will be held until after the rental.
- Additional fees may be assessed. Reasons include, but are not limited to: clean-up, garbage, or staffing.
- Rentals on Monday-Thursday will be discounted **\$25** per four hour time block, excluding holidays.
- Community Group Rentals made on Saturday or Sunday will be discounted **\$25** per four hour block, excluding holidays.
- Portable toilets not available at all parks. Toilet rental may be arranged by the Park District at your expense.
- Please include a map detailing your set-up, if applicable.

Permit # \_\_\_\_\_

CSR Office Use Only	
Date	
Time	
CSR	
Residency Verified	
\$50 Damage Deposit*	<input type="checkbox"/> CC <input type="checkbox"/> Check

\*Enter CC Info on page 3

## Event Activities & Special Use Requests

### Event Activities

- |   |  |
|---|--|
| <input type="checkbox"/> Grills                                 | <input type="checkbox"/> Catering/Food Truck |
| <input type="checkbox"/> Coolers                                | <input type="checkbox"/> Portable Toilets    |
| <input type="checkbox"/> Vendors                                | <input type="checkbox"/> Tents               |
| <input type="checkbox"/> Live Music/DJ or Amplified Sound       | <input type="checkbox"/> Generator           |
| <input type="checkbox"/> Mechanical/Inflatable Amusement Device | <input type="checkbox"/> Water Access        |
| <input type="checkbox"/> Open Fire                              | <input type="checkbox"/> Other _____         |

- ☐ YES ☐ NO Are you publicly promoting this event? If so, where?
- ☐ YES ☐ NO Will you be distributing any marketing materials (approval required)?
- ☐ YES ☐ NO Will you be requesting use of any other areas of the park? (*Trails, athletic space, additional green space, etc.*)
- ☐ YES ☐ NO Will there be a charge for attendance to this event?

### Special Use Requests

Special Requests may include, but are not limited to, the following:

- All live music or amplified sound
- Use of a generator
- Event that makes use of a mechanical and/or inflatable amusement device
- Any activity that a fee is charged for parking and/or participation
- Event advertisements on Park District property
- Distribution of food and/or beverage for a fee and/or fundraiser
- Tents of any size

Oswegoland Park District requires submission of a sponsor/organization Certificate of Insurance prior to review by the Executive Director for any of the following listed above and others as determined.

### Insurance Requirements for Special Use Requests

Oswegoland Park District may request a Certificate of Insurance with required liability limits of \$1,000,000. Section 5.02 Insurance and Hold Harmless Agreement. (a) Except as provided in subsection 5.02(a)(1), every applicant shall acquire general liability insurance to protect himself and the Oswegoland Park District from liability resulting from his use of Oswegoland Park District property and provide proof of such insurance to Oswegoland Park District before Oswegoland Park District will issue approval to an otherwise valid applicant. Oswegoland Park District must be named on the Certificate of Insurance as primary, non-contributory additional insured under the general liability policy for the event.

The Certificate of Insurance must include the name of the special event as well as the date, time, and location of the event.

Oswegoland Park District reserves the right to request a copy of the policy represented by the Certificate of Insurance.

Non-issuance/revocation of approval may occur for failure to provide acceptable insurance coverage.

Once all of Oswegoland Park District's requirements have been fulfilled, including receipt of all documents, and full payment, approval will be granted. Costs incurred promoting and marketing events prior to approval by Oswegoland Park District, and changes/modifications relative to the event by Oswegoland Park District are at the sole expense and risk of the event organizer.

### Tent/Pole Requirements

Tents or poles that go into the ground will require the organizer to contact JULIE at 800.892.0123. Oswegoland Park District requests a copy of the Dig #.

#### For Reservation Office Use Only

- ☐ Copy to Operations
- ☐ Insurance Received
- ☐ Excel/Word Documents Updated

JULIE Dig #: \_\_\_\_\_

RENTAL # \_\_\_\_\_

☐ Damage Deposit Held (\$50)?

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

☐ Charge for Damage Incurred?


Damage Amount \$ \_\_\_\_\_

Approved By: \_\_\_\_\_

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

Amount Due Per Rental \$ \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

 Rental Fees Due	Amount	Notes
Shelter Fee	\$	
Damage Deposit	\$50	
Additional Fees	\$	
<b>TOTAL Fees Due:</b>	<b>\$</b>	

 **Payment**    Circle type           **CASH**    **CHECK:** \_\_\_\_\_  
 Please provide driver's license number if paying by check

\_\_\_\_\_  
 Card number                      Expiration Date    CVV

\_\_\_\_\_  
 Name on card                      Authorized Signature

## **WAIVER AND HOLD HARMLESS AGREEMENT**

*I understand that, though I have reserved the shelter, Oswegoland Park District cannot guarantee that the shelter will be unoccupied when I arrive. On behalf of my group/organization, I will take a copy of the confirmed reservation, and I will make every effort to resolve a conflict through appropriate communication. Furthermore, I understand that Oswegoland Park District will not be responsible for any property left unattended in the park, and that I am responsible for reporting incidents of vandalism or illegal activity in the park by calling 911.*

*In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse Oswegoland Park District for any and all loss incurred by it in repairing or replacing damage to Oswegoland Park District property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event or rental who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless Oswegoland Park District, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.*

*I have read and understand all special use regulations/requirements/agreements. I do hereby agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Oswegoland Park District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed special event. In the event that information provided on this form changes or your event is cancelled, please inform Oswegoland Park District in writing at least 7 (seven) days prior to the event to reschedule.*

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

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I have read and understand all special use regulations/requirements/agreements. I do hereby agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Oswegoland Park District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed special event. In the event that information provided on this form changes or your event is cancelled, please inform Oswegoland Park District in writing at least 7 (seven) days prior to the event to reschedule.

## PARK/SHELTER GUIDELINES

- No glass containers permitted.
- Vehicles are only permitted on designated roads and/or parking lots; no parking on the grass. Posted speed limits must be observed.
- When reserving a shelter, you are securing that area only. Oswegoland Park District parks are public property and are open for others to use.
- Renter is responsible to see that all activities are properly controlled and supervised.
- The renter shall be completely responsible for the behavior of all guests attending the event and for their prompt departure at the end of the event.
- No person under the age of 21 will be permitted to reserve a shelter.
- Adequate adult chaperones must be provided for guests less than 18 years of age; one chaperone per every ten minors.
- Please keep noise to a minimum.
- Dogs must be kept on a leash; owners must clean up after them.
- Fireworks, guns, and weapons are not allowed on Oswegoland Park District property.
- Fires are only allowed in grills and fire pits, must be attended at all times, and extinguished before leaving.
- Persons using or under the influence of illegal substances are not allowed on Oswegoland Park District property. Although consuming alcoholic beverages is permissible; persons under the influence are not allowed to remain in the park.
- Litter must be put in trash cans. Groups generating more trash than the containers can hold are responsible for removing the excess trash.
- Water balloons and confetti are not permitted.
- No one shall threaten the safety or well-being of another person. Illinois disorderly conduct laws are enforced in the parks.
- The parks are open from dawn to dusk unless posted otherwise or special arrangements are made.
- There is a fine and penalty of \$25 - \$200 for the violation of each ordinance. These rules are a summary of Park Code Ordinance #041028-1, amended March 2005. The complete ordinance is available upon request.
- Animals, birds, and their homes must be left alone. Trees, shrubs, and flowers must be left alone. Fences, signs, structures, and other Oswegoland Park District property are provided for use, not abuse, and should not be damaged in any way.
- Park/shelter area must be returned to the same condition in which it was found at the beginning of the event.

## PARK/SHELTER FAQs

### How do I reserve a park shelter?

Complete and return the Park Shelter Reservation Request Form with all necessary fees. Shelters are reserved from either 11:00-3:00pm or 4:00-8:00pm. Shelters may be reserved for both blocks of time (11:00-8:00pm) by indicating such on the form and paying the fee for each block of time.

### How will I know that the park shelter I requested is reserved for my group?

Requests for shelter use will be reviewed for availability on a first come, first served basis and are not considered RESERVED until you receive a confirmed permit number. Applicants will be notified by phone and/or email within 5 (five) business days of receipt of application and all necessary fees.

### Will I be issued a refund for my cancelled park shelter request?

If able to accommodate, and applicable, the Reservations Department will work to try to transfer the reservation to another date/time, if the applicant contacts the Park District a minimum of 14 (fourteen) days prior to reservation date. **A \$50 cancellation fee** will be applied for cancellations made less than 14 (fourteen) days prior. In the event Oswegoland Park District cancels your reservation, you may reserve another date/time, if available.

### Why would the Oswegoland Park District cancel my park shelter request?

Your shelter request may be cancelled by Oswegoland Park District staff to ensure the safety of our guests. Examples may include, but are not limited to, inclement weather, maintenance issues, or unsafe conditions. Oswegoland Park District reserves the right to cancel or relocate a rental to another location due to scheduled Park District functions/programs.

### How do I make a change to my application?

Changes to the application must be submitted in writing to the Oswegoland Park District by the person who signed the contract at least 7 (seven) days prior to the event. Additional fee(s) may apply.