

Park Shelter Reservation Request



Complete this form and return to
 In Person: any Park District Facility
 Email: reservations@oswegolandpd.org

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

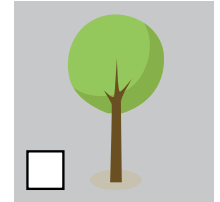
Event Purpose

Event Date

Estimated Attendance

Description of Activity

Facility Information



Grande Park

26333 Grande Park Blvd, Plainfield

Seats 100 People

11am-3pm or

4pm-8pm

\$125(R)/\$150(N)
per time slot

Hudson Crossing

65 N Harrison St, Oswego

Seats 50 People

11am-3pm or

4pm-8pm

\$125(R)/\$150(N)
per time slot

Jaycee Park

134 Saugatuck Rd, Oswego

Seats 60 People

11am-3pm or

4pm-8pm

\$75(R)/\$100(N)
per time slot

Prairie Point Park

4120 Plainfield Rd, Oswego

Seats 40 People

11am-3pm or

4pm-8pm

\$125(R)/\$150(N)
per time slot

Violet Patch Park

1425 Route 25, Oswego

Seats 20-25 People

11am-3pm or

4pm-8pm

\$75(R)/\$100(N)
per time slot

Waa Kee Sha Park

4700 Reservation Rd, Oswego

Seats 50 People

11am-3pm or

4pm-8pm

\$75(R)/\$100(N)
per time slot

Other Park

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 *(See below for Event Activities included in Special Use Requests)*

- | | | |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> Grills | <input type="checkbox"/> Tents <i>(with stakes and/or larger than 10'x10')</i> | <input type="checkbox"/> Additional Portable Toilets <i>(\$175/basic toilet)</i> |
| <input type="checkbox"/> Coolers | <input type="checkbox"/> Open Fire Pit <i>(Was Kee Sha only)</i> | <input type="checkbox"/> Generator |
| <input type="checkbox"/> Vendors | <input type="checkbox"/> Inflatable Amusement Device
<i>(limit 1 per rental, full day rental required)</i> | <input type="checkbox"/> Water Access* |
| <input type="checkbox"/> Live Music/DJ | <input type="checkbox"/> Caterer | <input type="checkbox"/> Electric Access |
| <input type="checkbox"/> Amplified Sound/Speaker | <input type="checkbox"/> Food Truck | <input type="checkbox"/> Other_____ |
| <input type="checkbox"/> Tents <i>(10'x10' pop up, no stakes)</i> | | |
- 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?

*If the water key is not returned to the locked box the Reservation staff member will reach out to the renter for the return of the water key. After 7 days, from the initial call, if the key is not returned a \$25 fee will be charged on the customers credit card that we have on file. If our Parks and Planning staff find that the water has been left on at the park from the rental, the district will evaluate a fee that will be charged to the customer, using the credit card that we have on file.

Special Use Requests

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 below and others as determined. Special Requests may include, but are not limited to, the following:

- All live music or DJ
- Use of a generator
- Event that makes use of an 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
- Onsite caterer and/or food truck *(Health Certificate also required)*
- Tents with stakes and/or larger than 10'x10'

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

- | | | |
|-------------------------------------------------------|------------------------------------------------------|--------------------------------|
| <input type="checkbox"/> Copy to Operations | <input type="checkbox"/> Damage Deposit Held (\$50)? | Approved By: _____ |
| <input type="checkbox"/> Insurance Received | Date Returned: _____ | Date Entered: _____ |
| <input type="checkbox"/> Excel/Word Documents Updated | <input type="checkbox"/> Charge for Damage Incurred? | Amount Due Per Rental \$ _____ |
| JULIE Dig #: _____ | Damage Amount \$ _____ | Amount Paid \$ _____ |
| RENTAL # _____ | | |

Rental Fees Due	Amount	Notes
Shelter Fee	\$	
Damage Deposit	\$50	
Additional Fees	\$	
TOTAL Fees Due:	\$	

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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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 9.15.22. The complete ordinance is available upon request.
- If the water key is not returned to the locked box the Reservation staff member will reach out to the renter for the return of the water key. After 7 days, from the initial call, if the key is not returned a \$25 fee will be charged on the customers credit card that we have on file.
- 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.