



**MUNDELEIN PARK & RECREATION DISTRICT**

1401 North Midlothian Road, Mundelein, IL 60060  
P: 847.566.0650 F. 847.566.8557

OFFICE USE ONLY
Date/Time Received: _____
Staff Initials: _____
Permit Number: _____
Binder Number: _____
Routed To: _____
_____

## Kracklauer Park Gazebo Rental Agreement

**100 N Seymour Avenue, Mundelein, Illinois 60060**

All Rental Applications must be submitted at least 14 days prior to requested date. All applicants must read and sign Rental Agreement attached to Rental Application. ALL FEES AND DEPOSITS MUST BE PAID IN FULL AT TIME OF APPLICATION.

Today's Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Organization: \_\_\_\_\_  
*(Person responsible) (Date of birth) (\*Must provide a certificate of liability insurance.)*

Is the organization within the Mundelein Park District boundaries?    Yes    No

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

Primary Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Day(s) and Date(s) requested: \_\_\_\_\_ Hours\*: \_\_\_\_\_ to \_\_\_\_\_  
*\*Total hours must include set-up and clean-up time.*

Type of Event \_\_\_\_\_ Number of Guests \_\_\_\_\_  
*(Maximum of 40 guests)*

Will there be an admittance fee to this event?    Yes    No

### Available Rental Hours

M-SU: 9:00 am to Dusk

*The consumption of alcoholic beverages or products is prohibited in the Kracklauer Park Gazebo. It is also prohibited to bring any alcoholic beverages or products on to Kracklauer Park grounds.*

Do you need electricity?    Yes    No

### Calculate Rates:

**Resident Fee** : \$50.00 per rental (2 hour limit)    \$ \_\_\_\_\_

**-or-**

**Non Resident Fee**: \$100.00per rental (2 hour limit) \$ \_\_\_\_\_

**Security Deposit    \$ 100.00**

**Total Due Today    \$ \_\_\_\_\_**

**\*Organization provided a certificate of liability insurance.**

Yes    No

I confirm that I have read, understand & signed the Rental Agreement, that the above information has been completed honestly and accurately, and further understand if any information is found not to be true, the rental event will be canceled by the Park District and my security deposit will be forfeited.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

<b>AUTHORIZATION</b>	Approved    Denied    By Facility Supervisor: _____ Date: _____ Instructions: _____ _____ _____
<b>PAYMENT</b>	Deposit Amt: \$ _____ Date: _____ Cash: _____ Check#: _____ By: _____ Rental Amt: \$ _____ Credit Card:    Visa    MC    Disc    Amex    Last 4 _____ CVV _____ Auth # _____
<b>STAFF REPORT</b>	Employee Assigned: _____ Pre-rental Inspection Time of Arrival: _____ Time of Departure: _____ Condition of Facility Prior to Event: _____ _____
	Time of Arrival: _____ Time of Departure: _____ Condition of Facility After Event: _____ List Any Damages or Problems: _____ _____ _____ Signature of Employee: _____ Date: _____
<b>SUPERVISOR'S REVIEW</b>	Amount of Deposit to be Refunded: _____ Facility Supervisor: _____ Date: _____ Comments: _____ _____ _____
<b>REF PROCESS</b>	Date Requested: _____ Requested by: _____ Amount: _____ Date Processed: _____ Processed by: _____ Date Mailed: _____ By: _____



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**The Mundelein Community Center is  
located at 1401 N Midlothian Road,  
Mundelein.** Our facility is a smoke-free,  
alcohol-prohibited environment.

## **Kracklauer Park Gazebo Rental Agreement TERMS AND CONDITIONS**

*All applicants must read, sign and return this form with their completed Rental Application at least 14 days prior to requested date.*

The Kracklauer Park Gazebo is located at 100 North Seymour, Mundelein. Our gazebo will accommodate up to forty (40) people maximum and is a smoke-free, alcohol-prohibited environment. Available rental hours are from 9 am to 10 pm (weather permitting.) Picnic applications will not be issued for this property.

### **GENERAL RULES:**

1. The \$ 100.00 security deposit AND full rental payment is due at the time of Rental Application.
2. If you are an organization, using any MPRD Facility you will be required to provide us with a \$1,000,000.00 Certificate of Liability Insurance, naming the Mundelein Park District as additionally insured on the policy.
3. Once the Rental Application has been processed, should the party who signed the application (known as Renter for the remainder of this Rental Agreement) need to cancel their date for any reason; the security deposit will be forfeited.
4. Proof of park district residency must be presented at time of rental application to qualify for resident rate (i.e.: valid driver's license, current lease or real estate tax bill with Renter's name and address.)
5. The Renter, or a designated responsible adult (name: \_\_\_\_\_), must be present at the start of the rental. Proof of identification is required. A walk-through of the rented facility with MPRD staff will be completed at the start of the rental and an inspection sheet must be signed by the Renter.
6. MPRD holds the Renter solely responsible for the condition of the rented facility at the conclusion of the rental.
7. Smoking is prohibited in this facility.
8. The consumption of alcoholic beverages or product is prohibited in any of the park district shelters. It is also prohibited to bring any alcoholic beverages or products on any of the shelter park grounds.
9. Gambling of any form is prohibited.
10. Renter shall not permit any area to be used for any disorderly or unlawful behavior during the period of this rental.
11. Any evidence of alcohol, gambling, disorderly or unlawful behavior in the facility during your event will result in the loss of Renter's security deposit and/or immediate termination of rental event.
12. Renter is liable for any damages or loss of property, furniture and/or equipment. Any damage to the facility structure (inside or outside), furniture (tables, chairs, benches, etc.) will be deducted from Renter's security deposit.
13. The security deposit will be refunded in full if renter complies with all the terms and conditions of this Renter's agreement. The MPRD Staff Report will determine if any or all of the security deposit shall be returned.
14. Refunds are processed in the form you paid except for cash which will be paid in form of a check. Please allow 2 to 4 weeks after your event to receive the refund.
15. Refunds will not be given for any unused time.
16. \$ 25.00 service charge will be assessed on all checks returned due to insufficient funds.



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## Kracklauer Park Gazebo Rental Agreement TERMS AND CONDITIONS, CONTINUED

*All applicants must read, sign and return this form with their completed Rental Application at least 14 days prior to requested date.*

### **RENTER RESPONSIBILITIES: SET-UP/CLOSING PROCEDURES:**

1. Positively no permanent signs or markings, etc. allowed on any MPRD shelter or building.
2. Only masking tape is allowed on walls, ceilings, etc. when decorating. No clear "Scotch brand" tape, staples, or tacks allowed.
3. Dispose of all decorations, etc. from event in trash receptacles using provided trash liners.
4. If applicable, return any moved furniture or equipment to their original position. Facility should be restored to same condition as it was when the rental began.

### **TERMINATION OF RENTAL:**

The MPRD reserves the right to terminate any event and/or participation of any individual at any time if it is reported to MPRD that continuation of the rental and/or individual participation is not in the best interest or safety of the participating guests or rental facility. If the MPRD finds cause to terminate your event while your event is taking place, the Director will review the MPRD Staff Report to determine if

any of the security deposit or rental fee will be refunded.

Should the park district need to cancel prior to your event, the security deposit and any rental fees paid will be refunded to you.

### **DISCLAIMER:**

MPRD reserves the right to CANCEL any rental event. The decision of the Park District Director is final.

MPRD does not assume any liability for property lost or stolen on the MPRD premises, or for personal injuries sustained on the premises during rental use of the premises. Renter hereby agrees to assume the full risk of any injuries, damages, or loss, regardless of severity, that Renter may sustain as a result of this rental. Renter further agrees to waive and release the MPRD, officers, agents, employees and volunteers from any and all liabilities, losses, claims, suits, damages and/or judgments (including reasonable attorney's fees) that Renter might sustain as a result of any and all activities connected with or associated with this rental.

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I understand that I am responsible for clean-up of the facility before the end of my rental time and that the cost of clean-up not accomplished or damages to the facility will be deducted from my security deposit. I further understand that MPRD reserves the right for full restitution of any and all damages incurred by the Renter or Renter's guests and to bill any additional expenditure for said damages that may incur above and beyond the amount of the Renter's security deposit.

I understand that any violation or discrepancy on my behalf from this Rental Agreement may be grounds for the MPRD to retain any or all of my security deposit.

I have read and understand the preceding disclaimer. I do hereby agree to the terms of the disclaimer and the conditions of the Rental Agreement.

### **APPLICANT:**

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

Printed Name: \_\_\_\_\_