

GODLEY PARK DISTRICT
GYM/PATIO RENTAL APPLICATION

Effective October 1, 2010

FEES

GYM RENTAL \$355.00

\$50.00 (non-refundable) deposit towards the price of the gym rental is required in order to reserve a date. Balance plus a \$100.00 (refundable) damage deposit is due two weeks prior to your event. Price includes chair/table setup and one (1) custodian for 7 hours.* Accommodations for 450 people.

GYM RENTAL WITH DRAMSHOP \$605.00

\$50.00 (non-refundable) deposit towards the price of the gym rental is required in order to reserve a date. Balance plus a \$100.00 (refundable) damage deposit is due two weeks prior to your event. Price includes chair/table setup, two (2) bartenders for six (6) hours, and one (1) custodian for 7 hours* and Dramshop Insurance. Accommodations for 450 people.

*Based upon 300 people. Over 300 people will require a second custodian at \$75.00 for 7 hours.

PATIO RENTAL \$100.00

Price includes removal of picnic tables, wash-down of patio, and setup/take down of chairs. Garden materials may not be altered in any way. Accommodations for 54 people.

HOURLY GYM RENTAL \$30.00 per hour (Any set-up is an additional fee)

REQUIREMENTS

Fill out rental application for building/facility rental at least two (2) to four (4) weeks prior to requested date.

*All balances **must** be paid and contracts signed two (2) weeks prior to your event.*

No glitter or confetti is permitted in the facility or on the patio.

Clients as asked to provide a layout of the tables. The tables and chairs will be set up at no additional charge. Suggested table arrangement layouts are available.

Tables must be covered and kitchen must be clean when you leave, if you have used it.

Building must be vacated by guests by 11:00 PM. The caterer, disc jockey or other service providers will be allowed in the facility a maximum of one (1) hour after the event ends to break down. The facility must be left in the same condition it was found in.

Friday setup may take place from 10:00 AM to 7:00 PM. An additional hourly fee will be charged for setup beyond times listed. No alcohol allowed prior to reception time.

Any sponsored activity, when required, shall present to the Godley Park District two (2) weeks in advance, copies of liability insurance covering the date of activity.

Alcoholic beverages are not allowed on Park District property without permit. To serve, sell or consume alcoholic beverages you **MUST** purchase dramshop insurance from the Park District. You must purchase your own alcohol and pre-mix the mixed drinks.

If you are selling food, you will need to obtain the necessary permits or licenses required by the Will County Health Department and additionally provide a refuse deposit in the amount of \$_____. Caterers must have the proper license and permits.

Assume responsibility for all persons attending your function when they enter Park grounds and facilities. This includes responsibility for any damage they may cause to the grounds or facilities. Applicant must be present at the scheduled function during the times specified on the application.

All damage deposits will be refunded within ten (10) business days of the rental date, if the facility and equipment are clean and not damaged.

Vacate the grounds or facilities at the designated times on your approved application. If you need additional time for setting up or cleaning, please state so on your application. We may not be able to accommodate last minute requests.

THE GODLEY PARK DISTRICT RESERVES THE RIGHT TO SET FURTHER STIPULATIONS AND TO REVOKE ANY PERMIT ISSUED FOR ANY CAUSE AT ANY TIME IF IN ITS JUDGMENT SUCH ACTION IS CONSIDERED NECESSARY AND IN THE BEST INTEREST OF THE GODLEY PARK DISTRICT.

GYM/PATIO RENTAL APPLICATION FORM

Today's Date: _____

Applicants Name: _____

Address: _____

Phone number (Home) _____ (Work) _____

Bride's name: _____ Groom's name: _____

Date of Event: ____ / ____ / ____

Hours Need: From _____ to _____ Number of People Attending _____

Type of Entertainment: _____

Alcohol being served? _____

Name of authorized sponsors/individuals, if other than above _____

Applicants Signature _____ Date _____

IT IS UNDERSTOOD that you will comply with the laws of the State of Illinois, the Village of Godley, and the Godley Park District governing the use of the Park facilities, grounds, buildings and equipment. IF INFORMATION GIVEN ABOVE IS FOUND TO BE FRAUDULENT IN ANY WAY, OR IF THE APPLICANT REFUSES OR FAILS TO COMPLY WITH THE REQUIREMENTS OF THIS APPLICATION, THE GODLEY PARK DISTRICT RESERVES THE RIGHT TO KEEP DEPOSITS WHETHER REFUNDABLE OR NON-REFUNDABLE. FORFEITURE OF THE DEPOSIT SHALL IN NO WAY LIMIT ANY OTHER REMEDIES AVAILABLE TO THE GODLEY PARK DISTRICT. YOU WILL BE HELD ACCOUNTABLE FOR YOUR INFORMATION AND ACTIONS. VIOLATION OF GODLEY PARK DISTRICT ORDINANCES ARE SUBJECT TO FINES AS SET FORTH BY THE GODLEY PARK DISTRICT, BOARD OF COMMISSIONERS.



FOR OFFICE USE ONLY

Date of Deposit ____/ ____/ ____ Deposit Amount \$ _____

ACTION Your application for ____/ ____/ ____ has been approved / disapproved.

Rental Fee \$ _____ +

Deposit \$ _____ + RECREATION PROGRAM SUPERVISOR

Dramshop Insur. \$ _____ +

Bartenders \$ _____ + DIRECTOR OF PARKS & RECREATION

Other \$ _____ +

Total Due \$ _____ =

Deposit Paid \$ _____ - Applicant Contacted ____/ ____/ ____

BALANCE DUE \$ _____

Employee Signature