

WAUKEGAN TOWNSHIP PARK PLACE REGULATIONS AND POLICIES

A refundable security deposit in the amount of: **\$100.00** must be submitted when a reservation has been made. The rental amount must be paid in FULL two weeks prior to the rental date or it will be canceled. A cancellation by the Renter canceling a reservation (1) week prior to rental date will result in a **\$50.00** service charge being deducted from the security deposit. Renter signing contract or designated person must be **21 years of age** and present at site for the entire contracted time.

A building supervisor will open and close the building and will remain on the premises throughout the rental. You must arrive on time or the supervisor will be dismissed after 1 hour and rental will be considered a **no show** if you failed to contact any of the telephone numbers listed on this contract to notify them of your tardiness. **Initial** _____.

Waukegan Township will supply tables and chairs **ONLY!** No other equipment or supplies are available to the renter. You must bring their own items such as; Decorations, tape, pots/pans, serving dishes, spoons, **tablecloths, chair covers, chair sashes and table runners, unless rented through Park Place**, dishwashing soap, condiments for food, paper plates/cups, silverware, aluminum foil, paper towels, music and sound equipment etc., just to mention a few.

NO alcoholic beverages are allowed on Waukegan Township property, rental will be shut down if alcohol is present. **NO REFUNDS** will be made for lost time during the rental and renter's deposit will not be returned. **NO smoking** is allowed in the building; smoking outdoor – must be 15 feet away from building. **Initial** _____.

No items can be stored at the facility before or after contracted rental time. No decorating, entertainment, or food delivery will be allowed prior to the rental time contracted. The renter must make other arrangements and or pay additional fees.

Renter is responsible for the conduct of all children and guests during the rental. Any children under the age of 18 must remain in the rented room and be accompanied by an adult. Any damages to the pool tables during the rental will be billed to the renter and taken out of the security deposit. Music is to be lowered if complaints arise, renter must abide. **Initial** _____.

Decorating and clean-up time is part of the contracted hours. Renter must arrive and vacate building at the time contract states. Renters are not permitted to enter the facility early. Contracts are set for facility entrance and exit times. The renter will be charged a full hour if the rental exceeds a minimum of ten minutes beyond the contracted time. **Initial** _____.

The room and or kitchen must be cleaned by Renter (including all food warmers, kitchen appliances, tables, floors and all garbage taken outside to the dumpster). Any damages or additional cleaning resulting from the group will be charged to the Renter and deducted from security deposit. All rooms are rented "as is." **Initial** _____.

Renting the kitchen includes use of the ovens, warmers and sink. It does not include refrigerators or freezers. All cleaning supplies are supplied by the renter. **Initial** _____.

Renting the billiards tables includes use of the billiards tables, billiard cues and chalk. Children under the age of 18 are strictly prohibited from use of the billiards tables. Any damage resulting from the use of the billiard table is strictly the responsibility of the rental usage and rental agreement lease. **Initial** _____.

The security deposit will be refunded to the renter seven (7) to ten (10) working days after the date of the event.

All rentals must abide by the building fire safety codes. Setting off alarm may result in a \$150.00 false alarm fee charge and will be deducted from security deposit. **Initial** _____.

Page 2

**Waukegan Township Park Place
Dining Room Agreement**

Failure to abide by the rental contract may result in deposit loss or shut down of the rental. Time lost will not be reimbursed. **Initial** _____.

I agree to indemnify and hold Waukegan Township harmless from any liability resulting from my rental and usage of Waukegan Township property. **Initial** _____.

I understand and will abide by the following regulations and policies of the Waukegan Township Park Place. I have reviewed the contract before signing. **Initial** _____.

Signature: _____ Date: _____

Park Place Staff Signature: _____ Date: _____

NOTE: In case of an emergency or concerns on rental date, you may contact Cheri Pierson-White, Park Place Director at (224)336-7707 or Carleton Parlor- (224) 656-4872. If you have any questions please call: Park Place Office Number: (847) 244-9242

Email Addresses:

Carlton Parlor – cparlor@waukegantownship.com

Cheri Pierson-White – cpwhite@waukegantownship.com

Waukegan Township Website – www.waukegantownship.com

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