

# The Abbey Private Room Rental Application

407 W. St. Charles Road  
Elmhurst, IL 60126

Contact Person' Name: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

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

(All Elmhurst residents who have not already shown proof of residency must show a photo ID and current utility bill to be eligible for the resident rates.)

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Desired Rental Date(s): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Requested Time: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_ Organization: \_\_\_\_\_

Desired Room(s):  The Abbey Private Party Room (Max Capacity: 100 people)

## Private rentals include:

- Setup and takedown of tables and chairs
- Staff to assist with facility on day of the event
- The option to bring your own beverages and food. Alcohol of any kind is strictly prohibited.

This application and a \$50.00 refundable deposit are due within 48 hours of receiving confirmation and Agreement to secure the date. The remaining balance must be paid in full at least 10 business days prior to the rental date. If not paid in full, the rental will be canceled and the deposit will be forfeited.

## Rental Fees:

Resident Private Party Room Rental – \$110 per hour Resident \$ \_\_\_\_\_

Non-Resident Private Party Room Rental – \$130 per hour Non-Resident \$ \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_

Total Fees Due \$ \_\_\_\_\_

Refundable Damage Deposit \$ **\$50.00**

Remaining Balance Due \$ \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Must be signed by an adult 21 years of age or older)

This form must be returned and approved at least 10 business days prior to the request date. To make reservations, please complete this form and email to [ajuricic@epd.org](mailto:ajuricic@epd.org). Please include any additional information in the email. Once this form has been received, you will receive a confirmation email with an attached rental agreement and waiver. Please sign ALL paperwork and return with the \$50.00 refundable damage deposit to the:

Wagner Community Center  
615 N. West Ave, Elmhurst IL

**ELMHURST PARK DISTRICT - THE ABBEY  
ROOM RENTAL AGREEMENT**

**Rules & Policies**

1. A fifty dollar (\$50.00) refundable damage deposit is required at time of rental booking. This amount will be refunded in full after the rental, if no damage to the facility occurs and contracted time is adhered to. The remaining rental balance is required to be paid ten (10) days prior to the event. **If for any reason, renter cancels the rental less than ten days prior to the start date, all monies, including damage deposit will be forfeited.**
2. In cases of inclement weather, it will be the responsibility of the renter to contact the Elmhurst Park District to see if the area(s) included in rental are open. If the area(s) are open, the rental will continue as scheduled. If the rental is cancelled without the venue/park officially closing the area(s), all monies, including deposit will be forfeited. If the Park District has closed the rented area(s) due to weather, the renter may reschedule the rental or receive a full refund for the rental. If weather closing occurs while rental is in progress, renter/participants will receive a coupon to return to rental area(s) not completed or reschedule the entire rental depending on how much time was lost due to the closing.
3. Rentals do not include usage of the entire venue or exclusive use of any amenity, with the exception of any contracted indoor space and/or tent space. The type of rental/party package purchased designates area(s) that are available to the renter. Rental participants will have access to the designated area(s) along with regular paying park/amenity patrons.
4. Applications for use of park district facilities must be completed in full, signed by an adult (21 years or older) who assumes responsibility for the group and be present during the entire usage period. Inaccurate information will result in cancellation of the application.
5. **Start and end time indicated on the contract must include all time needed for setup and/or clean up. Renter will be allowed to enter the premise at the start time and must vacate at indicated end time. An additional usage fee including lost deposit fee will be charged if time limit is not adhered to.**
6. Renter is expected to clean up reserved area(s) at the end of rental. Excessive mess and/or damage/stolen items to Park District property will result in forfeiture of damage deposit and may result in additional fees and criminal charges.
7. Room set-up and take down by Park District staff includes tables, chairs and emptying garbage cans. All decorations provided by the renter will be removed and disposed of at the end of the party, by the renter using the receptacles provided. Decorations brought in by a renter may attach to walls or windows using easy off **painters tape only**.
8. No confetti (including plastic), glitter, color powder, silly string or non-water based paint is allowed. Damage deposit will be retained for additional clean-up. If renter brings Piñata it can only be used outside.
9. **Renter may arrange for additional amusement attractions (i.e. bounce house, climbing wall, DJ, face painters, balloon artists, etc.) with the approval of the Park District. Rental Company will be required to provide a certificate of insurance with minimum coverage including Commercial General Liability of \$1,000,000 per occurrence and \$2,000,000 of general aggregate insurance, as well as listing the Elmhurst Park District as additionally insured and as certificate holder.**
10. Food may be brought in by the renter or catered by an outside group.
11. Grills are not permitted for any rental at The Abbey.
12. Alcohol, smoking and gambling are prohibited in the facility. No Person shall smoke a cigarette, cigar, pipe, or any other form of tobacco or similar substance used for smoking, including smokeless tobacco, e-cigarettes, and unregulated nicotine products on District property.
13. The Elmhurst Park District reserves the right to cancel rentals due to unavoidable circumstances. All moneys will be returned in this instance.
14. The Abbey and Elmhurst Park District is not responsible for the loss, damage, or exchange of personal property.
15. Facility usage will not be granted to individuals or outside groups charging admission or fees for the purpose of private momentary gain unless written permission is granted. No person shall sell, offer to sell or exchange property, or buy, or exchange any property, or take up any collections of any money or property of value in or on Park District facilities.
16. Rentals choosing to utilize amplified sound must follow the City of Elmhurst noise ordinances. Failure to obey such laws will result in immediate removal from the property and the forfeit of the security deposit.
17. In the event of a false fire alarm caused by guests, the renter will be held responsible for any charges that may be imposed by the City of Elmhurst.
18. All rules and policies of The Abbey and the Elmhurst Park District must be adhered to. It is the responsibility of the renter to see that their guests follow all facility rules and state laws.

**Amplified Sound**

The Elmhurst Park District is committed to providing a memorable experience for all patrons using its parks and facilities. In order to do so, certain criteria must be followed in order for any rental to utilize amplified sound.

Rentals choosing to utilize amplified sound may do so, as long as the following criteria are followed: 1.) Speakers must face Lee A. Daniels Pavilion (if outside). 2.) All music and announcements must remain family friendly and G rated. 3.) Noise level must be maintained at a level not to exceed 75 decibels, as measured by Park District staff, from a distance of 50 feet from each speaker. 4.) If noise level is too loud, rental will receive one warning. A second warning will result in the immediate shut down of all amplified sound. 5.) Sound must be controlled by someone who is 18 years or older.

**Printed Materials**

The content of all printed materials (excluding guest invitations) including promotional material, press releases and electronic copy must be submitted to the Elmhurst Park District for review before being printed/posted. The Elmhurst Park District must approve any Park District logo and all photographs of Park District property to be submitted for publication. Renter may not place any Park District phone number on any material without prior written consent of the District. Unless otherwise stated by the Park District, all printed materials must include the following statement, "This is not an Elmhurst Park District Sponsored Event". Any violation may result in cancellation of your rental.

**Green Statement**

The Elmhurst Park District is committed to developing and using sound environmental policies, best practices, and opportunities. As such, consider the following recommendations for your rental: 1.) Create paperless invitations – easy to do with email, Facebook, Twitter, Evites, and other web-based resources (if printing is essential, use recycled paper and vegetable-based inks). 2.) Walk, bicycle, or carpool to the park or facility. 3.) Use sustainable products – reusable, recyclable, or biodegradable utensils and dishware, locally grown produce, or if catering, consider a vendor who demonstrates a commitment to sustainability. 4.) Please recycle – recycling bins are located in every park and facility.

**Photography Statement**

The Park District periodically photographs or films persons participating in its programs and activities. All persons registering for Park District Programs/activities, or using Park District property thereby agree that any photography or videotape taken by the Park district may be used for promotional purposes, including ads, brochures, flyers, publications, and promotional videos without additional prior notice or permission, and without compensation to the participant.

**Waiver & Release of All Claims and Assumption of Risk**

I recognize and acknowledge that there are certain risks of physical injury to participants in this rental, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I or my guests may sustain as a result of said participation. I further agree to waive and relinquish all claims my participants or myself may have as a result of participating in this rental against the Elmhurst Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred to as "Elmhurst Park District").

I do hereby full release and forever discharge the Elmhurst Park District from any and all claims for injuries, damages, or loss that my guests or I may have or which may accrue arising out of, connected with, or in any way associated with this rental.

I have read and fully understand the above warning of risk, assumption of risk and waiver and release of all claims. If submitting via fax, your facsimile signature shall substitute for and have the same legal effect as an original form signature.

**I have read and understand the above Rules and Policies regarding my rental of The Abbey. I agree to abide by these Rules and Policies.**

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*\*Any handwritten or unapproved changes made to this document will void the agreement in its entirety, resulting in cancelation of rental and possible forfeiture of the agreed upon date and time.*

**A signed copy along with a refundable \$50 damage deposit must be returned to:**

Wagner Community Center, 615 N. West Avenue, Elmhurst, IL. 60126, 630-993-8901 or fax to 630-993-8929

**Thank you for booking your rental with the Elmhurst Park District**