



The HUB Private Rental Request Form
493 Oaklawn Ave., Elmhurst, IL 60126

Contact Person's Name: _____ Estimated Attendance: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Email: _____

Desired Rental Date(s): _____

Requested Time: _____

Purpose of Rental: _____ Organization: _____

Max Capacity: 25 people-during Phase 4 of Covid-19 Reopening

Private rentals include:

- Staff to assist with facility on day of the event
• Customized setup of table and chairs
• Refrigerator, freezer, sink
• The option to bring your own beverages and food. Alcohol of any kind is strictly prohibited.

All request forms must be received at least 14 business days prior to the date of requested rental. Acceptance of Rental Request Form is tentative and not guaranteed until rental is reviewed, confirmed and approved by Rental Supervisor. Rental is only guaranteed upon approval of Agreement and receipt of complete payment. Renter is notified via the email address provided on Rental Request form within 48 business hours if their rental has been approved, along with the Rental Agreement.

Signed Rental Agreement and total balance due, including the fifty dollar (\$50.00) refundable damage deposit must be returned and paid in full to secure the date. The fifty dollar (\$50.00) will be refunded in full after the rental, if no damage to the facility occurs and contracted time is adhered to. 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.

Rental Fees (Choose the resident or non-resident hourly rate for the day of the week of your rental):

_____ Resident Private Party Room Rental - \$65 per hour Resident, Monday-Friday \$_____

_____ Non-Resident Private Party Room Rental - \$82 per hour Non-Resident, Monday-Friday \$_____

_____ Resident Private Party Room Rental - \$75 per hour Resident, Saturday or Sunday \$_____

_____ Non-Resident Private Party Room Rental - \$102 per hour Non-Resident, Saturday or Sunday \$_____

Number of Hours Requested for Rental _____

Refundable Damage Deposit \$50.00

Due within 5 days of Rental Agreement being emailed to Renter

Total Rental Fees 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 14 business days prior to the request date. To make reservations, please complete this form and email to slagesse@epd.org. Please include any additional information in the email. You will receive a confirmation email within 48 business hours of receiving this application via email.

Please read below for Rules & Policies you and your guests will be required to follow at your rental(s). Please contact Sarah Lagesse at 630-993-4729 or SLagesse@epd.org with any questions.

Rules & Policies

1. **Acceptance of Rental Request Form is tentative and not guaranteed until rental is reviewed, confirmed and approved by Rental Supervisor. Rental is only guaranteed upon approval of contract and receipt of complete payment. Renter is notified via the email address provided on Rental Request form within 48 business hours if their rental has been approved, along with the Rental Agreement.**
2. **Signed Rental Agreement and total balance due, including the fifty dollar (\$50.00) refundable damage deposit, must be returned and paid in full to secure the date.** The fifty dollar (\$50.00) will be refunded in full after the rental, if no damage to the facility occurs and contracted time is adhered to. **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.**
3. Rentals do not include usage of the entire park 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 will 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 to Park District property will result in forfeiture of damage deposit and may result in additional fees.
7. **DECORATING POLICY – NO decorations may be attached or affixed on walls, doors, windows or ceiling.** 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.
8. Room set-up and take down by Park District staff includes tables, chairs and emptying garbage cans.
9. Renter is required to cover all tables with tablecloths. Renter may use their own tablecloths or rent linen tablecloths from the Park District. Color selections are limited to white and black, based on availability.
10. 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.
11. **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. All third party contractors, vendors and performers must sign in upon arrival and wear proper PPE while working in our event space.**
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 or within 15 feet of District property.
13. The Elmhurst Park District reserves the right to cancel rentals due to unavoidable circumstances. All money will be returned in this instance.
14. The Elmhurst Park District is not responsible for the loss, damage, or exchange of personal property.
15. All rules and policies of the Elmhurst Park District must be adhered to. It is the responsibility of the renter to see that their guests follow all facility rules.
16. 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.

17. No person shall offer or exchange for sale any article or thing or do any hawking, peddling or soliciting, or buy or offer to buy an article or thing, raffling or auctioning, or take up any collection or solicit or receive contributions of money or anything of value in the Park System without Park District's written approval.
18. No person shall expose or offer for sale to the general public any articles or things, or conduct to solicit any business, trade or occupation or profession without a valid concession license agreement approved by the Park District and then only in accordance with the terms and conditions thereof, it being the intention to control commercial enterprises or sales on Park District Property.

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 at The Hub). 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 numbers 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.

COVID-19 PHASE 4 GUIDELINES

The Elmhurst Park District is currently following all Illinois Department of Public Health (IDPH) guidelines in relation to preventing the spread of COVID-19. The following are the rules set forth in Phase 4 of the Restore Illinois plan that will be observed for all events hosted at The Hub and The Abbey.

1. Prior to entering the facility, the host(s) and guests will be asked wellness screening questions at the door.
2. If an attendee appears symptomatic, staff will let the renter know and the guest will not be permitted to enter.
3. Gatherings are limited to 25 guests or less at The Hub and 50 or less guests at The Abbey.
4. Social distance of at least 6-feet should be maintained between non-household attendees.
5. All attendees should place personal belongings at least 6-ft. away from others' personal belongings that do not live in the same household if possible.
6. Attendees MUST wear face coverings over their nose and mouth, except while seated and eating, in indoor or outdoor common areas.
7. Mask wearing exceptions will be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering.
8. All dance floors are closed.
9. Common and high-touch areas (restrooms, doorknobs, stair railings, etc.) will be cleaned every hour.

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10. All third party contractors, vendors and performers must sign in upon arrival and wear proper PPE while working in our event space, including face coverings over their nose and mouth.
11. Hand sanitizer will be available for all attendees, employees and vendors.
12. Hosts are permitted to bring in their own food and beverages (alcohol is not permitted). We encourage you to follow the CDC recommendations for *Hosting Gatherings or Cook Outs* when deciding about food and how to handle and serve. These guidelines can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/personal-social-activities.html#gatherings>
13. While the park district provides hand sanitizing stations throughout each building, we recommend all renters to have their own supply of hand sanitizers and disinfecting wipes for their rentals.
14. Signage will be placed inside room to denote all guidelines. These guidelines were compiled from resources and direct guidance from the Illinois Department of Commerce and Centers for Disease Control and Prevention (CDC). All procedures and capacities are subject to change based on further guidance from authorities.