

**GENEVA PARK DISTRICT  
710 WESTERN AVENUE  
GENEVA, IL 60134**

**SET-UP APPLICATION FOR COMMUNITY CENTER RENTAL**

NAME OF PERSON/ORGANIZATION \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_

HOURS	Set up _____	AM	AM
		PM to _____	PM
	Event _____	AM	AM
		PM to _____	PM
	Clean up _____	AM	AM
		PM to _____	PM
	Liquor to be served _____	AM	AM
		PM to _____	PM

Bar must be closed prior to 12 midnight.

Police officer required during these hours \_\_\_\_\_

**ROOMS REQUESTED:**

Community Room #104 _____	Kitchen _____
Program Room _____	Conference Room _____

**EQUIPMENT REQUESTED:**

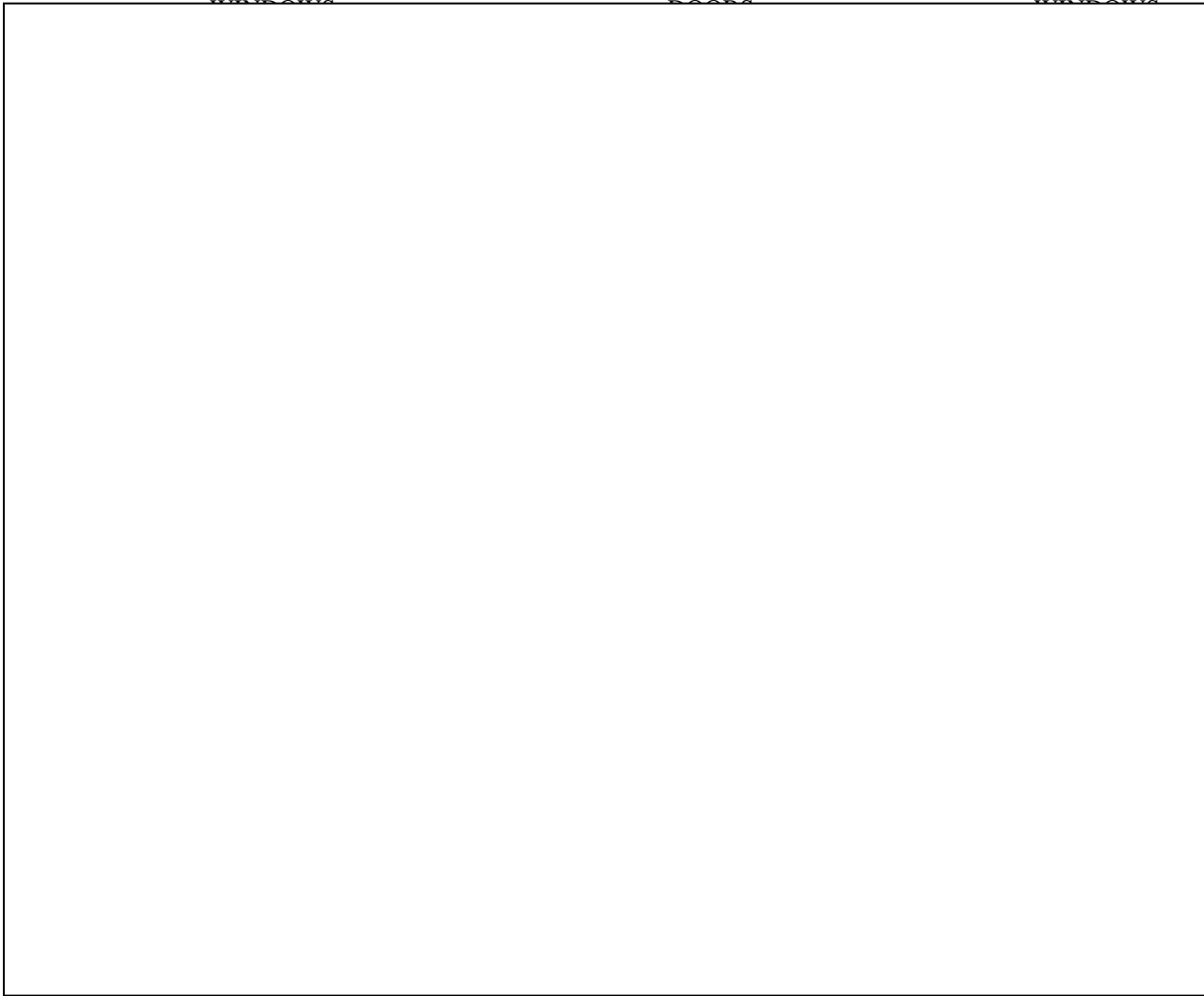
Podium (1) _____	Chairs requested (220) _____
Carts (2) _____	Microphone (2) stand (1) _____
Coffee Pot (90 cup) (1) _____	Screen (1) _____
Tables requested (40) _____	

I, \_\_\_\_\_, representing \_\_\_\_\_  
agree to reimburse the Geneva Park District for securing an off-duty police officer, a building attendant and any damages to the building or equipment. I am aware of all rules and regulations regarding the building use and the dispensing of and consumption of alcoholic beverages.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

COMMUNITY ROOM



WINDOWS

STORAGE

WINDOWS

MAXIMUM AVAILABLE  
20 Round Tables (seat 6-8)  
20 Rectangular Tables (seat 6-8)  
220 Chairs

Name \_\_\_\_\_

Set Up Time \_\_\_\_\_

Type of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Clean Up Time \_\_\_\_\_

Number of Tables \_\_\_\_\_

Number of Chairs \_\_\_\_\_

Decorations \_\_\_\_\_

**GENEVA PARK DISTRICT  
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**COMMUNITY CENTER RULES AND REGULATIONS**

RENTER AGREES TO THE FOLLOWING:

1. Pay for all rental fees of the facility prior to rental date and time.
2. Pay for any and all damages/excessive cleaning required for which you or your guests are responsible.
3. To conduct any and all activities in an orderly manner.
4. Decorations may be attached to the ceiling or walls of the room being rented with tape or string. **NO STAPLES, TACKS, SCREWS OR NAILS ARE PERMITTED.** All decorations must be removed immediately following the event. The Geneva Park District does not furnish a ladder, tape, scissors or string. Tables or chairs will not be used as a ladder. All decorations must receive prior approval from Director or Superintendent of Parks or Superintendent of Recreation.
5. Cleaning of all equipment that you request shall be completed immediately after the event. This includes tables, chairs, kitchen appliances, coffee pot, carts, counters, etc.
6. All beverages must be served in plastic containers or cans. Glass bottles are not permitted.
7. Cancellations made 30 days or less prior to the rental date will forfeit their deposit.
8. A permit and Certificate of Insurance must be obtained from the Geneva Park District if liquor is to be served.
9. No more than 3 designated adults are allowed in the liquor serving area. For your protection it is highly recommended that a bartender dispense drinks. An experienced bartender may be required by the park district. You are reminded that it is illegal for alcohol to be served to anyone under the age of 21. The bar must close prior to 12 midnight. The rental of the facility ends at 12 midnight unless special arrangements have been made in advance.
10. The consumption and distribution of alcohol is limited to the room or rooms rented in the facility.
11. An off-duty police officer or park district employee or both may be required to be on duty at the time renters or users are allowed to dispense and consume alcohol.
12. Dispensing of alcoholic beverages will be limited and determined by the number of people attending the event and the hours of the event. The park district will determine this formula.
13. Renters who wish to serve alcoholic beverages will have to provide Liquor Liability/Dram Shop Insurance. Insurance must be acquired through the Geneva Park District. Fees range from \$180 - \$300 depending on type and size of event. A \$500 deposit is also required for possible damages when alcohol is present.
14. Renter is to report to the custodian or attendant on duty immediately upon arriving at the community center.
15. All parking must be in the designated parking lot and parking stalls. Cars are not allowed in the drop off area or along the roadway system.
16. No portable grills or griddles are allowed in the facility.

17. Confetti is not permitted.
18. All park district rules, regulations and ordinances shall apply to all users of the Community Center.
19. Smoking is not permitted on Geneva Park District property.
20. Permission for use of a public address system or loud speakers must be obtained from the park district.
21. Shoes, shirts, and pants or other appropriate attire must be worn before entering the community center.
22. The park district does not assume responsibility for loss of personal property or personal injury to a group using the facility.
23. Animals or pets may not enter the community center.
24. Soliciting shall not take place within the center without the prior permission of the park district.
25. To sell, exchange any goods, wares or merchandise of any kind within the community center written consent must be obtained from the Geneva Park District.
26. All mechanical, technical, and thermostat adjustments will be handled by the attendant or custodian on duty.
27. The Geneva Park District reserves the right to make changes to rules and regulations with no prior public notice.
28. All State, County, City and Park District laws, rules, and regulations are in effect.

I HAVE THOROUGHLY READ THESE RULES AND REGULATIONS AND AGREE TO FOLLOW ALL SUCH RULES AND REGULATIONS OF THE GENEVA PARK DISTRICT. I ALSO AGREE THAT I AM RESPONSIBLE FOR THE ACTION OF ANYONE ATTENDING MY SCHEDULED EVENT.

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(DATE)

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(SIGNATURE)



**GENEVA PARK DISTRICT  
710 WESTERN AVENUE  
GENEVA, IL 60134**

**GENEVA COMMUNITY CENTER FEES AND CHARGES POLICY**

**COMMUNITY CENTER**

Residents	\$50/hour: Monday – Friday until 10:30 PM \$70/hour: Monday – Friday after 10:30 PM \$70/hour: Any time Saturday and Sunday \$15 flat rate for use of kitchen May be a liquor charge and/or police officer charge
Non-residents	\$95/hour: Monday – Friday until 10:30 PM \$105/hour: Monday – Friday after 10:30 PM \$105/hour: Any time Saturday and Sunday \$15 flat rate for use of kitchen May be a liquor charge and/or police officer charge

**PROGRAM ROOMS, CONFERENCE ROOMS**

Residents	\$30/hour: Monday – Friday until 10:30 PM \$50/hour: Monday – Friday after 10:30 PM \$50/hour: Any time Saturday and Sunday \$15 flat rate for use of kitchen May be a liquor charge and/or police officer charge
Non-residents	\$50/hour: Monday – Friday until 10:30 PM \$70/hour: Monday – Friday after 10:30 PM \$70/hour: Any time Saturday and Sunday \$15 flat rate for use of kitchen May be a liquor charge and/or police officer charge

**NON-PROFIT ORGANIZATION**

**SUCH AS CHURCHES, SCHOOL, CITY, LIBRARY, SERVICE CLUBS....**

Residents	50% OFF Resident Rate plus Deposit
Non-Residents	Regular N/R fees plus Deposit

**Deposits**

A deposit will be collected at least 2 weeks prior to the rental date for protection against damage or unusual cleaning. Deposits will be returned within one week of usage date if the facility is in the condition it was presented. Deposits will not be returned if rental party cancels 10 days or less prior to rental date.

DEPOSIT: Resident / Non-resident - \$100.00

**If Alcohol Served - \$500.00 additional**

Deposits are held through the date of the event and cannot be applied to any fees that are due prior to the date of event.

**Liquor Charge:**

\$180.00 - \$300.00 (depending on size and type of event) for \$1,000,000 liquor liability coverage or proof of insurance in the form of a certificate of insurance for \$1,000,000 liquor liability coverage is required.

GENEVA PARK DISTRICT  
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GENEVA, IL 60134  
(630) 232-4542

LIQUOR PERMIT APPLICATION

The following information is required in order for the Geneva Park District to process your liquor permit request.

Type of permit - check one:    To dispense \_\_\_\_\_                      To sell\* \_\_\_\_\_

To dispense liquor this application must be completed by applicant and submitted no less than 30 days prior to the date for which the liquor permit is requested. A fee is required for liquor liability insurance whenever liquor is served in the Community Center.

\* A Liquor Liability/Dram Shop insurance policy, with standard amounts and provisions must be submitted to the Park District, which will act on the request for a permit and insurance.

**ALCOHOLIC BEVERAGES MAY NOT BE CONSUMED AT ANY PARK/PARK FACILITY OTHER THAN THE COMMUNITY CENTER AND PECK FARM PARK, AND THEN ONLY IN DESIGNATED AREAS.**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_                      Business Phone \_\_\_\_\_

Driver's License \_\_\_\_\_                      Date of Event \_\_\_\_\_

Liquor will be served from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Expected number of persons consuming alcoholic beverages \_\_\_\_\_

Amount and type of liquor to be sold/dispensed:

\_\_\_\_\_  
\_\_\_\_\_

Give 3 references (not relatives, but responsible adults of reputable standing in their community) who have known you well in the past 5 years.

NAME	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned, individually and personally, shall be responsible to Geneva Park District for the conduct of persons consuming alcohol on Park premises as requested by this application. The undersigned further agrees to reimburse the Geneva Park District for all claims, costs and expenses paid by the Geneva Park District and resulting in whole or in part from the activities or actions of any of the persons consuming alcohol as requested by this application.

Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Signature \_\_\_\_\_





4.07

# PDRMA COVERAGE INFORMATION

## SPECIAL EVENT PROGRAM - 2004

Coverage provided through "Certain Underwriters at Lloyds, London" - Best's Rating: A (Excellent)

### FAX TO (847) 221 - 2520

**Please indicate:** Binder Request \_\_\_\_\_ Quote Only \_\_\_\_\_

**PDRMA MEMBER** \_\_\_\_\_

LOCATION(S) TO BE USED \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT NAME AND PHONE \_\_\_\_\_

**EVENT** (description, including activities involved) \_\_\_\_\_

**DATE(S)** \_\_\_\_\_ **START TIME** \_\_\_\_\_ **END TIME** \_\_\_\_\_ **EXPECTED ATTENDANCE** \_\_\_\_\_

**WILL LIQUOR BE SOLD OR INCLUDED IN THE PRICE OF ADMISSION?** YES \_\_\_\_\_ NO \_\_\_\_\_

**NOTE:** General Liability Policy (Limits \$1,000,000/2,000,000) includes Host Liquor coverage; however if alcoholic beverages will be sold or are included in the price of admission, Illinois Statutory Liquor Liability coverage must be added (see chart for additional premium charge).

### TO DETERMINE THE POLICY PREMIUMS SEE CHART

**GENERAL LIABILITY POLICY PREMIUM:** \_\_\_\_\_

**STATUTORY LIQUOR POLICY PREMIUM:** \_\_\_\_\_

Plus Fees [including taxes] \$85 per policy, per event: \_\_\_\_\_(non-refundable)

**TOTAL COST** \_\_\_\_\_

**REQUESTED BY (Please sign)** \_\_\_\_\_

Depending on the event, some coverage restrictions may apply (SEE MASTER POLICY)

**APPROVAL** \_\_\_\_\_ **BINDER NUMBER** \_\_\_\_\_ **DATE** \_\_\_\_\_

Market Access Authorized Signature

**IMPORTANT "Binder Request" must be "Approved" by Market Access before coverage is effective**

#### MARKET ACCESS

Attn: Judy Krueger

50 Brockway Street, Suite 3-2, Palatine, IL 60067

Phone: (847) 221-2100 Fax: (847) 221-2520



