



GENEVA PARK DISTRICT

# RENTAL PERMIT FOR ISLAND PARK WEDDINGS

710 Western Avenue Geneva, Illinois 60134  
Phone (630) 232-4542 Fax (630) 232-4569

I hereby make application for use of Park District property subject to the facility regulations:

Applicant(s) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email Address \_\_\_\_\_  
(BEST FOR COMMUNICATION PURPOSES. YOU MAY RECEIVE PROMOTIONAL ITEMS ON PROGRAMS & EVENTS)

### RENTAL DATE REQUESTED

\_\_\_\_\_

### RENTAL HOURS REQUESTED

(Available hours are 6:00 A.M. – 9:00 P.M.)

From \_\_\_\_\_ To \_\_\_\_\_

EXPECTED NUMBER OF GUESTS: \_\_\_\_\_ CATERED EVENT:  YES  NO

CHAIRS/TABLES RENTED FOR EVENT:  YES  NO

CHAIRS/TABLES PLACED IN OR OUT OF PAVILION:  IN  OUT

DECORATIONS:  YES  NO IF YES, DESCRIBE: \_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

**REFUND POLICY:** If a refund is requested more than 2 weeks prior to the date reserved, a 20% service charge will be assessed. Absolutely no refund will be given if reservation is canceled within 2 weeks of the date requested. NO REFUND WILL BE GIVEN FOR INCLEMENT WEATHER.

**NOTICE:** Please understand that while the restrooms and shelters are cleaned early in the morning seven days a week, we cannot guarantee that they will remain as clean as we would like them to be all day. We ask that each rental party take responsibility for cleaning up the area after their rental, if necessary. Thank you for your cooperation. This application, if approved, will serve as your permit for use of the property described above and must be on the person responsible at the site at all times.

I have read the terms and conditions governing the use of Geneva Park District property and agree to abide by them.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please indicate your choice of payment:  
 Check  Cash  Visa  Mastercard

Credit Card #: \_\_\_\_\_ Exp. \_\_\_\_\_

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

**NOTE:** Only registrations paid by credit card are accepted by FAX. When registering by FAX, it is mutually understood that the facsimile registration documents (including the waiver & release of all claims) shall substitute for and have the same legal effects as the original form.

**OFFICE USE ONLY** Initial: \_\_\_\_\_ Date: \_\_\_\_\_ Rental Fee: \_\_\_\_\_  
Proof of Residency Verified:  Driver's License  Utility Bill  Tax Bill  Other \_\_\_\_\_ Initial: \_\_\_\_\_

## **PARK & PICNIC SHELTER RULES AND INFORMATION**

**Park & Picnic Shelters are not available for rent between October 15 and April 15.**

1. Geneva Park District cleans the tables and the area first thing in the morning prior to your event. However, if someone uses the pavilion before your rental, please make appropriate arrangements. This is an outdoor facility and is subject to environmental factors such as weather conditions and insects.
2. Your application may be turned down if another event has been pre-scheduled.
3. No shelter reservation issued to minors without parent or guardian.
4. Users of shelter may be asked to provide public liability insurance. The user must also agree to hold harmless the Geneva Park District for any accidents resulting in bodily injury or property damage.
5. Geneva Park District rules, regulations and ordinances may not be violated.
6. No motorized or animal powered vehicles allowed in park.
7. No vehicles allowed on park grass or paths without prior permission.
8. Vehicles may enter Island Park through the south gate entrance only. Arrangements to have the gate unlocked need to be made in advance.
9. Catering or rental companies must remove their vehicle immediately after unloading.
10. Electrical outlets available within the pavilion.
11. Water from bathroom sinks or fountain only.
12. No tents allowed.
13. No large inflatable toys such as Moonwalks.
14. No pyrotechnics or flammables allowed.
15. No gambling.
16. No obscene language, pictures or writing.
17. No alcoholic beverages or drugs allowed.
18. No loud speakers, live entertainment, or amplified acoustics without prior permission.
19. No propane grills or fire pits allowed. You may bring in your own charcoal grill.
20. No soliciting.
21. No advertisement of any kind.
22. No permit issued for monetary gain.
23. No food or concessions to be sold.
24. No selling goods, wares or merchandise.
25. Obstruction of the bike path is prohibited.
26. Geneva Park District is not responsible for loss of personal property or personal injury.
27. No damage to any equipment.
28. Any damage to shelter or grounds will be charged to individual or group signing permit.
29. Park closing hour shall be 10:00 P.M. or as posted.
30. Shelter must be left clean.