

## Part 1: USER INFORMATION

Full Name: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_  
 Alternate Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

## Part 2: RENTAL DETAILS

Date: \_\_\_\_\_  
 Day: Su M T W Th F Sa  
 Number of People Expected: \_\_\_\_\_  
 Purpose of Rental: \_\_\_\_\_

For long-term rentals,  
 please list additional dates/times:  
 \_\_\_\_\_  
 \_\_\_\_\_

A third party vendor will be providing a service for my rental:  
 Yes  No

If yes, please list vendors:  
 \_\_\_\_\_  
 \_\_\_\_\_

*(examples include tent rentals, table/chair rentals, bounce house, caterer, performer, etc.)*

*A certificate of insurance is required at least two weeks prior to the rental date for any external vendors.*

## Part 3: LOCATION AND TIME

Proksa Park Multipurpose Room

Special Requests\*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Time Requested:**  
*(including set-up and take-down)*  
 From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

*\*all special requests must be submitted to the Superintendent of Recreation for final approval.*

## Part 4: RATE INFORMATION

Reservation Type	Resident Rate	Non-Resident Rate	Each Additional Hour	
			Resident	Non-Resident
Occasion/Event Rental Proksa Park				
Multipurpose Room	\$175 (2 hour rental)	\$200 (2 hour rental)	\$75	\$100

**Facility rentals have a two-hour minimum for booking**

## Part 5: SELECTION AND COST

Facility Selction: \_\_\_\_\_  
 Total Amount Due: \_\_\_\_\_  
 Final Amount Due: \_\_\_\_\_

Total Fees: \_\_\_\_\_  
 50% Deposit: \_\_\_\_\_  
 Final Payment Due Date: \_\_\_\_\_

## Part 6: INDOOR ROOM SET-UP REQUEST

### Proksa Park Multi-Purpose Room

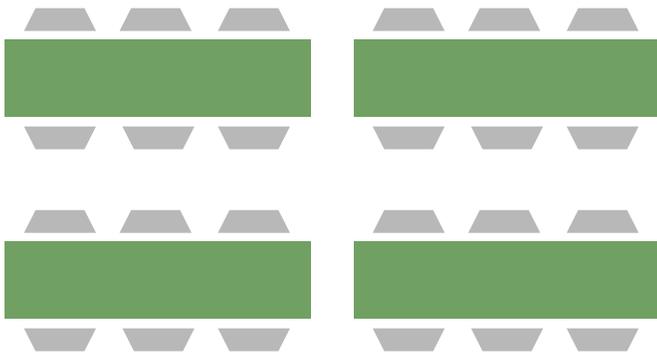
**Accommodates up to 70**

Number of Tables (Max 12): \_\_\_\_\_

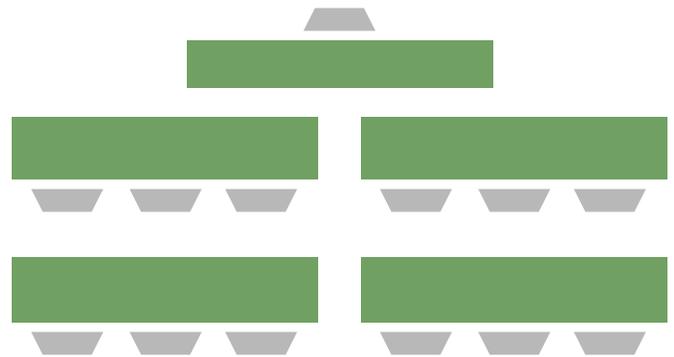
Number of Chairs (Max 70): \_\_\_\_\_

PLEASE CIRCLE THE ROOM SETUP THAT BEST MEETS YOUR RENTAL NEEDS.

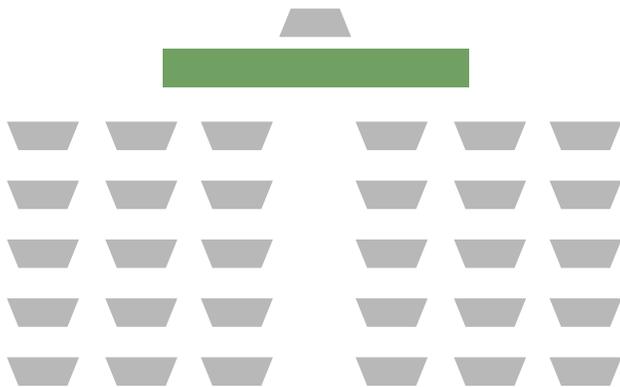
**BANQUET STYLE**



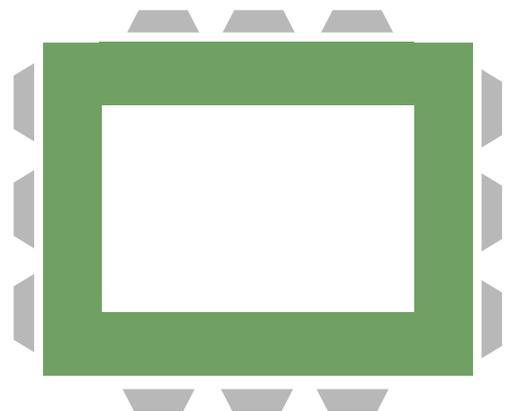
**CLASSROOM STYLE**



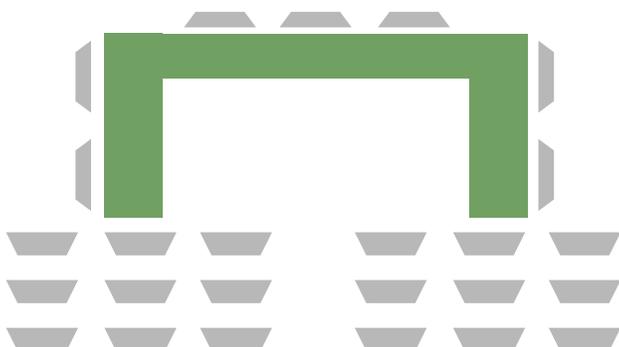
**LECTURE STYLE**



**MEETING STYLE**



**COMMUNITY MEETING STYLE**



**Additional Requirements**

Food Table: \_\_\_\_\_

Gift Table: \_\_\_\_\_

Additional Tables: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Part 7: RENTAL POLICIES

## Payment Terms

- To secure your reservation, a non-refundable deposit of 50% is required upon booking. Reservations are processed on a first-come, first-served basis.
- If you cancel, the 50% deposit will not be refunded. No refunds are available for cancellations made within 48 hours of the rental.
- The remaining balance must be settled two (2) weeks before the rental date. Failure to make the payment within this timeframe will result in the release of the reservation. Ensuring timely payment is the renter's responsibility.
- Applications and payment must be submitted at least two (2) weeks prior to your requested date.
- This rental agreement for utilizing Berwyn Park District facilities will only be valid when signed by an authorized representative or agent of the User, along with the appropriate security deposit, and submitted to the Berwyn Park District office.
- Inclement weather will not be grounds for refunds.
- A credit card must be provided to the Park District for potential charges related to damage, debris, or late departures.

## Reservation Details

- Users can arrive up to 15 minutes prior to the rental time for setup. Any additional setup or takedown should be accounted for within the rental period.
- User must vacate the facility by the specified time and date as outlined in this agreement. Overtime usage will incur charges on a prorated basis for every 15 minutes.
- The reservation only encompasses the specific area rented from the Park District. Extra amenities can be reserved for an additional fee. Note that for outdoor rentals, any public facilities like baseball fields, the soccer fields, and playgrounds remain open to the public.
- Once the rental fee is fully settled, the Park District will grant a permit for facility use.
- Transfers are at the discretion of the Park District and are subject to availability.
- The Berwyn Park District reserves the right to close parks/facilities during inclement weather or if deemed uninhabitable. In such cases, the Park District will collaborate with the renter to reschedule within six (6) months of the original rental date.

## Damage and Responsibility

- Decorations must not be affixed to ceilings, walls, or include loose glitter/confetti. Open flame candles for decoration are prohibited, but birthday candles are allowed.
- Motor vehicles are not permitted on Park District property. Driving and parking are limited to designated paved roads and parking spots; paths and green spaces are off-limits.
- The User is liable for any damage to Berwyn Park District property arising from facility/park use under this agreement.
- Should damage or debris be present after use, the rental group will be charged for staff

I (user) have read the above rental policies and acknowledge that I understand

Initials \_\_\_\_\_ \*Initials Required

**Damage and Responsibility (cont.)**

cleanup at a rate of \$50/hour or the vendor's service rate. This covers common facility areas. The Park District has the discretion to select the vendor. Damages to Park District equipment will incur a fee based on damage and equipment value.

- User is permitted to plug in a maximum of two items into an outlet.
- Set-up is to remain as is upon arrival. No additional tables & chairs will be brought in.

**Vendor Guidelines**

- External vendors (caterers, table/chair rentals, bounce houses, DJs, bands, etc.) require \$1,000,000 minimum general liability insurance naming Berwyn Park District as additional insured. All insurance certificates are subject to Berwyn Park District's approval. The vendor's certificate of insurance must be provided with final payment.

**Liability and Regulations**

- Berwyn Park District assumes no liability for property loss, damage, or personal injuries on the premises during User's use. User agrees to release the Park District from any losses or damages related to this agreement.
- Berwyn Park District equipment/property must not be removed without written permission.
- Alcoholic beverages are strictly prohibited. Violation leads to rights revocation and fee forfeiture.
- User must inspect the facility before each use, reporting any safety concerns. User is solely responsible for facility suitability.
- User must provide continuous supervision during facility use and ensure guests adhere to rules.
- Disorderly/unlawful use of the area is prohibited.
- User must comply with all rules, regulations, ordinances, and permit procedures.
- Berwyn Park District can revoke this agreement due to misrepresentation, misconduct, or property misuse. Subsequent rentals may be denied.
- This agreement only benefits involved parties. No rights are extended to non-contractual parties.
- User cannot assign this agreement without Berwyn Park District's written consent.
- This agreement captures the entire understanding between parties. Modifications require written agreement.
- This agreement is governed by Illinois state laws.

I (user) have read the above rental policies and acknowledge that I understand

**Initials** \_\_\_\_\_ *\*Initials Required*

**Part 8: AUTHORIZATION**

I (user) have read and fully understand the requirements for renting a facility/park with the Berwyn Park District. I agree that all of the information I have provided is correct to the best of my knowledge.

I understand that if any of the information is incorrect, the Park District reserves the right to void the rental. I hold the Berwyn Park District harmless for all injury and liability claims that may occur while on the property.

---

Signature (a duly authorized representative)

---

Date

---

Printed Name

---

Berwyn Park District Authorized Signature

---

Date

**Part 9: PAYMENT INFORMATION****Payment Method**

- Cash  Credit Card (*payment must be made in-person at the Proksa Park Activity Center or Freedom Park Administrative Building*)
- Check (payable to Berwyn Park District)

**Credit Card on File**

Card Number:

Expiration Date:

Name on Card:

CVV:

**Acknowledgement of Payment**

Total Amount Due:

Amount Enclosed:

- Full Amount Paid upon submission  
 50% Deposit Paid upon submission

I (user) acknowledge that I am responsible for the total fees due and any charges that my incur due to the damage of the facility.

---

Signature Authorizing Payment

---

Date