

HANOVER PARK PARK DISTRICT • COMMUNITY PARK RENTAL APPLICATION

Community Center | 1919 Walnut Ave. Hanover Park IL, 60133
630.837.2468

Renter's Name:		Organization Name:	
Contact Address:			Date of Birth:
City/Zip:		Primary Phone:	Alternate Phone:
Email:		Americans with Disabilities Act Special Needs? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fields Requested:		Area of Park: <input type="checkbox"/> Soccer <input type="checkbox"/> Softball	Number of Participants:
Rental Day/Date(s):		Rental Time (From/To):	
Activities Planned:			
Requested equipment and setup:			
Will you be using special equipment? (<i>portable toilets, tents, generators, etc.</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:			
<p><i>Hanover Park Park District does not supply special equipment. You must request permission and obtain a certificate of insurance naming Hanover Park Park District as additionally insured to use special equipment on Hanover Park Park District property. NO SMOKING OR ALCOHOL ALLOWED!</i></p>			

RENTAL CATEGORIES

Soccer Field (*two hours min.*)
Softball Field (*two hours min.*)
Lights.

Return completed form to:
Hanover Park Park District
1919 Walnut Ave. Hanover Park IL, 60133
 Phone: **630-837-2468**
 Email: **k.pinones@hpparks.org**

X

 Authorized Renter's Signature Date Park District Official Date

Cash Check Number _____ Credit Card (*Check one*): Visa MC AMEX Discover

 Credit Card Number CVC # Expiration Date

 Name (*print as it appears on credit card*) Signature Date

Office Use Only

Approved Denied | Fee: \$ _____ Deposit Paid: _____ Final Payment Due By: _____

_____ Persons applying to rent fields must be at least 21 years of age and present at all rental dates.

_____ Organizations renting at Community Park are required to provide Hanover Park Park District with a commercial general liability certificate of insurance. The certificate of insurance must be for a minimum of \$1,000,000.00 and list Hanover Park Park as additionally insured. Also, should the renter's organization have employees, the certificate of insurance must include workers compensation insurance per statutory requirements.

_____ The rental group's authorized contact person must be a Hanover Park Park District resident to receive the resident rental rate. A rental group not following this rule will result in a fee change to non-resident rental rate for all rental dates. All extra fees will be due before the next rental date.

_____ Any amendments to the original rental must be made in writing to the Operations and Aquatics Supervisor. Any cancellations of bookings must be made in writing at least seven (7) days in advance or the rental group will be charged for the booking. Tournaments require a 60-day written cancellation notice.

_____ Rental dates will not be booked unless a signed rental application and the appropriate initial payment are submitted. Rental groups carrying an overdue balance will not be allowed to use the fields until payment is made.

_____ Smoking at Hanover Park Park District parks and facilities is prohibited. In compliance with local ordinance, no drones are allowed at Community Park. Portable soccer goals may only be moved by authorized personnel. Only free standing field markers and sports equipment may be used on the field. Unauthorized vehicles, tents, chairs and shade structures are not allowed on the field without permission. Grills or other open fire cooking structures are prohibited. Alcohol is not allowed in the park. Outside food or beverages may not be sold or given away as samples. Charging an admission fee and/or parking fee is prohibited. Overnight parking or storage of campers, trailers or other vehicles or items in the parking lot or park are strictly prohibited without written permission, and are subject to towing or removal at the owners' expense.

_____ Renter is responsible for the cost of all field and equipment damages incurred on the field during their rental time.

_____ Upon completion of the rental time, the group must immediately leave the field to allow for the timely start of the next rental, program, league or event. Groups that do not leave in a timely fashion will be charged for additional field usage.

_____ Hanover Park Park District reserves the right to cancel any part of this contract at any time as it deems necessary.

_____ Only the Hanover Park Park District, and not the Licensee, shall have the authority to determine weather conditions of the Licensed Premises are adequate and the playability of the Community Park. Hanover Park Park District has the sole authority to cancel any scheduled dates. Practice cannot be cancelled in advance by the Licensee. Make up of cancelled practices for any other reason shall be determined by the Licensor in its sole discretion, taking into account the Community Park availability. Make up practice dates/times are not guaranteed. Refunds for any practices cancelled by Hanover Park Park District for any reason, which could not be rescheduled and made up, shall be paid by Hanover Park Park District to the Licensee after the Term has expired.

Authorized Renter's Signature

Date