



Village of Fox Lake Parks and Recreation Department  
66 Thillen Dr. Fox Lake, IL 60020  
847-587-3944  
Amy Serafin, Parks and Recreation Coordinator

## PRIVATE RENTAL RESERVATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Driver's Lic# \_\_\_\_\_

Event type: \_\_\_\_\_ Rental Date: \_\_\_\_\_

Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM Resident? Circle one YES or NO

Non-Profit Organizations Tax ID# \_\_\_\_\_

Please submit this form with the Rental Fee to reserve your date. Your date will not be held until the reservation form and payment is received. **A certificate of insurance listing the Village of Fox Lake as additional insured** is due 2 weeks prior to the date of your event. We will need a photocopy of your **valid** state issued identification.

\_\_\_\_\_ **Veterans Memorial Park** Pavilion One \_\_\_\_\_ Pavilion Two \_\_\_\_\_  
Resident: \$25.00 Non-Resident: \$50.00 Non-Profit Organizations: \$25.00  
Prices are quoted per pavilion.

\_\_\_\_\_ **Lakefront Park Meeting Room** Weekend \_\_\_\_\_ Weekday/night \_\_\_\_\_  
Non-Profit Organizations \$10.00 Profit Groups \$25.00  
Prices are quoted per meeting and do NOT include use of the kitchen.

There is an additional **\$30.00 fee per meeting** should you need the room set up for you.

### **Additional Notes to the Rental Contract:**

The renter is responsible for cleaning and removing any items or decorations that were brought into the building or park. The tables and chairs need to be cleaned and returned to their original location. The restrooms need to be cleaned and restored to their original condition. **IF THE BUILDING OR ITS CONTENTS ARE NOT LEFT CLEAN, A CLEANING FEE OF \$100.00 PER HOUR WILL BE CHARGED.** If there are any damages the renter listed on the contract will be invoiced accordingly and agrees to pay within 30 days of such invoice for all damages incurred during the event.

In the case of cancellation by the renter the Village will retain the full rental fee. This will be at the discretion of the Parks and Recreation Coordinator. Refunds can take up to 30 days.

## Rules for Parks and Buildings are as Follows:

- a. No alcohol (unless permitted by the village). \_\_\_\_\_ ( Initial)
- b. Do not dispose of grease in any sink at any facility. \_\_\_\_\_ (Initial)
- c. No Helium Balloons. Use of the oven/stove is prohibited. (Lakefront Building)\_\_\_\_\_ (Initial)
- d. All Village recreational programs have priority in the park and the use of the park facilities.
- e. No swimming or watercraft launching. Fishing is allowed in designated areas only.
- f. No fires, except for charcoal grilling where appropriate.
- g. **Park hours** 9am to sunset. **Building hours** are 8am-10pm.
- h. No littering, begging or pandering.
- i. All pets must be leashed and owners must clean up any droppings. Only service pets allowed in any Village owned building.
- j. Parking of vehicles is allowed in designated parking lots only. No trailer parking.
- k. Commuter parking strictly prohibited (commuters will be ticketed and towed at owner's expense). No access to railroad right of way from park.
- l. No staples, nails or any type of fastener on any park building, trees, no signage.
- m. No motorized vehicles in the park unless the area is designated for parking or loading.
- n. No stone throwing, hitting of golf balls, or any type of projectile firing device into water.
- o. No fireworks (including sparklers).
- p. No snowmobiles or all-terrain vehicles. Speed limit ten (10) miles per hour within parks.
- q. No discharge of chemicals, pollutants into water.
- r. Children under the age of five (5) to be accompanied by adult in restrooms.
- s. No unnecessary noise.
- t. No vandalism to buildings, vegetation, trees, or landscaping.
- u. Disorder among patrons is a cause for removal of guests, cancellation of the rental, and may cause denial of future rentals.

I hereby request the use of the Fox Lake \_\_\_\_\_  
on the date and time above, for the purpose stated. I acknowledge receipt of the rules  
governing the use of the Parks and Buildings.

As a condition of the rental, the renter agrees to indemnify, defend and hold harmless  
the Village of Fox Lake and all of its officers and employees, against any and all  
suits, causes of action, or injury, illness, or property damage claims arising out of this  
rental agreement.

The renter agrees for itself and/or its employees, agents or volunteers associated or to  
be associated with the activity for which this agreement is being sought, to waive and  
relinquish all claims that may result in any manner against the Village of Fox Lake,  
its agents, public officers, officials, or employees and authorized volunteers from said  
renter, except for acts caused by the willful misconduct by employees of the Village  
acting within the scope of their employment.

By signing below, the renter certifies that the information provided above is correct;  
he/she has read and understands the information contained in this agreement; and  
he/she agrees to conduct the requested activity in compliance with all State and local  
applicable codes, ordinances, laws and the conditions contained in this agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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For Office Use:

User Fee Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_ (Village Staff Initials)

Check No.: \_\_\_\_\_ CC or Cash \_\_\_\_\_ Sequence # \_\_\_\_\_

Certificate of Insurance Rec. \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_ (Village Staff Initials)