

APPLICATION FOR USE OF OUTDOOR FACILITY PEKIN PARK DISTRICT



PEKIN PARK
DISTRICT

Applicant's Information

Name :
Address :
City : State : Zip :
E-Mail : Phone :

Facility Requested

(Please select desired facility. Fees & rates are listed on page 3)

4H Shelter - Mineral Springs Park (MSP)*

- ☐ 4H Shelter (A) Whole
☐ Select if water spigot access is needed
- ☐ 4H Shelter (B) North Half
☐ Select if water spigot access is needed
- ☐ 4H Shelter (C) South Half
☐ Select if water spigot access is needed

Royal Ave. Shelter - MSP*

- ☐ Royal Ave. Shelter (A) Whole
☐ Select if water spigot access is needed
- ☐ Royal Ave. Shelter (B) East Half
☐ Select if water spigot access is needed
- ☐ Royal Ave. Shelter (C) West Half
☐ Select if water spigot access is needed

Rotary Park*

- ☐ Rotary Park Shelter (A) Whole

Outdoor Wedding Venues - MSP

- ☐ Gazebo
- ☐ Pergola
- ☐ Sunken Gardens Fountain

Camping Grounds - McNaughton Park

- ☐ Delwood Tent Camp Site

DragonLand Water Park - MSP

DragonLand has its own rental form. Visit the rentals page on our website or contact us at: (309) 201-4008 -or- rentals@pekinparkdistrict.org

* The 4-H Shelter, Royal Ave. Shelter, and Rotary Park Shelter are rented in 4-hour blocks of time. The times are: 8am - Noon; Noon - 4pm; 4pm - 8pm.

The deadline for scheduling a shelter rental on a weekend is 11:30 a.m. on the Thursday before desired weekend rental date.

NOTE: The 4-H Shelter will be unlocked at the rental start time indicated on this contract and will be locked back up at the rental end time indicated on this contract. The Rotary Park Restrooms & Electricity will be unlocked and turned on at the rental start time indicated on this contract and will be locked back up and turned off at the rental end time indicated on this contract. If the renter does not show up within 20 minutes of the designated start time, then these facilities will remain locked.

Requested Details

Date of Intended Use : Start Time : End Time :
(must include setup) (must include cleanup)

Purpose of Use : # Persons Expected to Attend :

Type of Rental : ☐ Business / Organization (Businesses or organizations may be required to provide a Certificate of Insurance, depending on the event.)
☐ Personal / Private

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Rules and Regulations

1. Applicant must be 21 years of age.
2. Alcoholic liquor is not allowed at Outdoor Facilities.
3. Applicant is responsible for and will pay for any damages arising out of the use of the Facility.
4. Nothing may be stapled, nailed, or taped to walls, pillars, or banisters.
5. Refunds will be made if notified at least 30 days in advance of the reservation date minus a 5% processing fee. A 10% processing fee is accessible upon cancellation within 29 days. A 20% processing fee is accessible upon cancellation within 14 days.
6. You are responsible for taking all items you brought in with you, placing all garbage in receptacles and leaving the area clean.
7. Vehicles are not allowed to be driven or parked on the grass.
8. No Park District equipment or other property shall be removed from the Facility.
9. Applicant and guests may not arrive at the facility prior to the designated start time and shall vacate the facility prior to the designated finish time.
10. Facility may not be used for any illegal or disorderly purpose.
11. Applicant is responsible for inspection of the facility prior to the event to ensure that the facility is safe and appropriate for the applicant's proposed use.
12. Grills: For the 4H Shelter, Royal Avenue Shelter, & Rotary Shelter, tabletop-type portable grills not more than 300 sq. inches in the cooking area are allowed. Propane & electric type are preferred. If using charcoal type, the leftover coals & ash are not allowed to be placed in the waste receptacles. The grills should be used on the ground outside of the shelter & not on the picnic tables or on the shelter concrete pad.
13. Electric Limits: The electrical limitation of our outdoor shelters and venues is 20 amps each. It is your responsibility as a renter to know the amperage of the items you are plugging into these outlets and to not overload the circuits. We do not have staff on evenings or weekends who are able to come out and reset the breakers.
14. The primary renter/applicant must be on site and have their copy of the rental agreement with them, bearable upon request, during the entire time the shelter is occupied.
15. Opening of Shelter & Restrooms: For the 4H & Rotary Park Shelters, the primary renter/applicant needs to be on-site at the designated start time of their rental in order for the shelter & restrooms to be opened. If the renter does not show up within 20 minutes of the designated start time, then these facilities will remain locked.
16. Difficult-to-clean-up particulate items are prohibited during your event, including but not limited to confetti, poppers, glitter, rice, faux snow, flower petals, and holi powder.
17. All other rules apply that are not listed here but are within Ordinance No. 16-5.

Terms

Additional Contact Person For Rental:

Phone :

This person is a good contact for the Rec Office or Park Police on the day of the rental, in addition to (or in the absence of) the applicant listed below.

I acknowledge that I have asked the Pekin Park District ("Park District") for the use of the above-marked facility (the "Facility"). I hereby agree to assume the full risk of any damage or injury to person or property which may be sustained as a result of the use of the Facility and further agree to comply and cause all attendees to comply, with the Rules and Regulations attached to this application and all directives of Park District personnel. I hereby waive and relinquish all claims that I now have or may subsequently have as a result of the use of the Facility. I do hereby fully release and discharge the Park District and its officers, employees, and agents from any claims that may arise from the use of the Facility. I further agree to indemnify, defend and hold harmless the Park District and its officers, employees, and agents from any and all costs, losses, damages, and expenses whatsoever (including attorneys fees and costs) that may arise from the use of the Facility.

Applicant Signature :

Date :

INSTRUCTIONS

Once approved and payment is received, a final copy of these 3 pages will be made available to you. Please keep a copy with you during your rental.

Please email your completed application to rentals@pekinparkdistrict.org or mail/deliver it to the appropriate office that rents the facility you are requesting. Once approved, you will be contacted regarding the next steps and payment. Fees may be paid by cash, Visa, Mastercard, Discover, or **cashier's check**, payable to Pekin Park District.

Office Use

COI RECEIVED FROM BUSINESS OR ORGANIZATION:

RENTAL FEE PAID:

AMOUNT:

DATE:

RENTAL APPROVAL BY STAFF SIGNATURE:

DATE:

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PEKIN PARK DISTRICT

Rental Fee Chart

FACILITY	RESIDENT RATE	NON-RESIDENT RATE
4H Shelter (A) Whole - Capacity: 200 Seating - Picnic Table Seating - Electricity, Water (upon request), & Restrooms	\$55 / 4HR	\$95 / 4HR
4H Shelter (B) North or (C) South Half - Capacity: 100 Seating - Picnic Table Seating - Electricity, Water (upon request), & Restrooms	\$35 / 4HR	\$55 / 4HR
Royal Ave. Shelter (A) Whole - Capacity: 200 Seating - Picnic Table Seating - Electricity, Water (upon request), & Restrooms	\$55 / 4HR	\$95 / 4HR
Royal Ave. Shelter (B) East or (C) West Half - Capacity: 100 Seating - Picnic Table Seating - Electricity, Water (upon request), & Restrooms	\$35 / 4HR	\$55 / 4HR
Rotary Park Shelter (A) Whole - Capacity: 36 Seating - Picnic Table Seating - Electricity, Water (upon request), & Restrooms	\$55 / 4HR	\$95 / 4HR
DragonLand Private Rental - Groups of 21 to 600 - Access to pool, slides, & sand play area - Outside of regular swim hours - Fillout separate DL rental agreement - available on our website or inside Veterans Memorial Arena	Contact Rec. Office for Pricing (2HR Min.)	Contact Rec. Office for Pricing (2HR Min.)
Wedding Venues (MSP) (Pergola, Gazebo, SG Fountain)	\$60/ 3HR	\$110 / 3HR
Delwood Camping Site	\$10 / Night	\$20 / Night

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Facility Rental Notes:

More Information :

Outdoor Rental Contacts
 Pekin Park Rec. Office: (309) 347-7275
 rentals@pekinparkdistrict.org
 For non-emergency call:
 Park Police: (309) 346-3132
 In case of an emergency call: 9-1-1