

APPLICATION FOR USE OF INDOOR FACILITY

PEKIN PARK DISTRICT



PEKIN PARK
DISTRICT

Applicant's Information

Name :

Address :

City : State : Zip :

E-Mail : Phone :

Facility Requested

(Fees & rates are listed on page 3)

- | | |
|--|---|
| ☐ Miller Center (Room A) | ☐ Pavilion on the Lagoon |
| ☐ Miller Center (Room B) | ☐ IRVSRA Rec. Center |
| ☐ Miller Center (Rooms A & B) | ☐ Parkside Fitness |
| ☐ Miller Center (McNaughton Lounge) | ☐ Veterans Memorial Arena (Off-Season) |
| ☐ Miller Center (All 3 Rooms) | ☐ Veterans Memorial Arena (Warming Room) |

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

Purpose of Use : # Persons Expected to Attend :

Do You Plan to Serve Alcohol : ☐ Yes ☐ No

(If yes, fill out the supplementary alcohol/liquor permit portion below per Chapter 5 of Ordinance No. 16-5)

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

Supplementary Alcoholic Liquor Permit

Skip unless requesting permit to serve at rental.

Name :

Age : (MUST BE 21 OR OLDER) Date Of Birth :
MM/DD/YYYY

Area of facility rental where Alcoholic Liquor will be present :

Description of Event :

Vendor handling serving of Alcoholic Liquor :

Vendor to submit proof of license to serve Alcoholic Liquor and proper proof of insurance per Section 5.05 of Ordinance No. 16-5.

Start Time for Serving : End Time for Serving :

Type and quantity of Alcoholic Liquor to be served :

of persons under 21 who are expected to attend :

Description of security arrangement:

Applicant Name :

Date :

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Rules and Regulations

1. Applicant must be 21 years of age.
2. Alcoholic liquor is not allowed unless applicant has obtained an Alcoholic Liquor supplementary permit.
3. Applicant is responsible for and will pay for any damages arising out of 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 reservation date minus a 5% processing fee. A 10% processing fee is accessible upon cancellation inside 29 days. A 20% processing fee is accessible upon cancellation inside 14 days. *(Damage Deposit refunds are not subject to processing fees)*
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 grass.
8. No Park District equipment or other property shall be removed from the Facility.
9. Applicant and guests may not arrive at 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 applicant's proposed use.
12. Items and decor that generate heat and or smoke effects are prohibited during your event, including but not limited to candles, open flames, and fog machines.
13. 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.
14. 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 which 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 4 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

FACILITY RENTAL REQUEST

COI RECEIVED FROM BUSINESS OR ORGANIZATION: ☐

RENTAL FEE PAID: ☐ AMOUNT: DATE:

RENTAL APPROVAL BY STAFF SIGNATURE:

DATE:

ALCOHOLIC LIQUOR PERMIT REQUEST

APPROVED: ☐ DENIED: ☐

DAMAGE DEPOSIT RECEIVED: ☐

EXECUTIVE DIRECTOR SIGNATURE:

DATE:

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Rental Fee Chart



**PEKIN PARK
DISTRICT**

FACILITY	RESIDENT RATE	NON-RESIDENT RATE	WITH ALCOHOLIC LIQUOR PERMIT		
			RESIDENT RATE	NON-RESIDENT RATE	*DAMAGE DEPOSIT
Miller Center (Room A) - Capacity: 100 seated 150 standing - Additional fees apply for table arrangements, A/V equipment, podium, easel, and coffee/tea service.	\$65 / HR	\$65 / HR	\$100 / HR	\$100 / HR	\$200
Miller Center (Room B) - Capacity: 75 seated 100 standing - Additional fees apply for table arrangements, A/V equipment, podium, easel, and coffee/tea service.	\$65 / HR	\$65 / HR	\$100 / HR	\$100 / HR	\$200
Miller Center (Rooms A & B) - Capacity: 175 seated 250 standing - Additional fees apply for table arrangements, A/V equipment, podium, easel, and coffee/tea service.	\$100 / HR	\$100 / HR	\$160 / HR	\$160 / HR	\$200
Miller Center (McNaughton Lounge) - Capacity: 30 seated 50 standing - Additional fees apply for table arrangements, A/V equipment, podium, easel, and coffee/tea service.	\$45 / HR	\$45 / HR	\$65 / HR	\$65 / HR	\$200
Miller Center (All 3 Rooms) - Capacity: 205 seated 300 standing - Additional fees apply for table arrangements, A/V equipment, podium, easel, and coffee/tea service.	\$130 / HR	\$130 / HR	\$240 / HR	\$240 / HR	\$250
Pavilion on the Lagoon (Rec. Office) - Minimum 2-hour rental - Capacity: 66 seated - Additional fees apply for table arrangements and wedding setup.	\$60 / HR	\$65 / HR	\$80 / HR (50 or fewer guests) \$90 / HR (51 or more guests)	\$90 / HR (50 or fewer guests) \$100 / HR (51 or more guests)	\$200
IRVSRA Rec. Center - Minimum 2-hour rental - Capacity: 80 seated 217 standing - Additional fees apply for table arrangements, wedding setup, A/V equipment, lighting, and mini-golf.	\$50 / HR	\$55 / HR	\$70 / HR (50 or fewer guests) \$80 / HR (51 or more guests)	\$80 / HR (50 or fewer guests) \$90 / HR (51 or more guests)	\$200
Parkside Fitness	Contact Parkside for Pricing	Contact Parkside for Pricing	Contact Parkside for Pricing	Contact Parkside for Pricing	\$200
Veterans Memorial Arena (VMA) (Rink: Off-Season w/o Ice Down)	Contact Rec. Office for Pricing	Contact Rec. Office for Pricing	Contact Rec. Office for Pricing	Contact Rec. Office for Pricing	\$200
VMA (Warming Room)	\$60 / HR	\$65 / HR	\$80 / HR	\$90 / HR	\$200

*In addition to the rental fee with an alcoholic liquor permit, a damage deposit is due upon completion of the contract. The deposit will be 100% refunded in the form of a check and mailed to the renter on the 1st or 3rd Friday of the month if it is determined that the facility was left as it was when the renter entered.

■ Facility Rental Notes:

■ More Information :

Miller Center: (309) 346-5210
 Rec. Office / VMA: (309) 347-7275
 IRVSRA Rec. Center: (309) 201-4005
 Parkside Fitness: (309) 346-6644
 For non-emergency call:
 Park Police: (309) 346-3132
 In case of an emergency call: 9-1-1

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Chapter 5 of Ordinance No. 16-5

ALCOHOLIC LIQUOR PERMIT RULES FOR SERVICE

The delivery, possession and consumption of Alcoholic Liquor shall be permitted in connection with a permit issued under Chapter 5 of Ordinance 16-5 only if an Alcoholic Liquor supplementary permit is issued by the Executive Director, who may issue or refuse to issue an Alcoholic Liquor supplementary permit in his or her sole discretion

An Alcoholic Liquor supplementary permit may be issued only with respect to (i) permits issued for the following locations: Miller Center, Pavilion, Parkside Fitness, Veterans Memorial Arena and the Robert N. Blackwell Administration Building/IRVSRA Recreation Center, and (ii) other permits as may be approved by the Board of Commissioners. An applicant shall deliver with the application, an Alcoholic Liquor supplementary permit fee as described in the Application for Use of Facilities submitted by Applicant.

Any Person wishing to obtain an Alcoholic Liquor supplementary permit shall submit, as part of the application, a request for an Alcoholic Liquor supplementary permit and a detailed explanation of the proposed event and area in which Alcoholic Liquor will be present, including, without limitation, the name of the vendor who will be handling the serving of Alcoholic Liquor, the start and finish times of the serving of Alcoholic Liquor, the area within the facility where Alcoholic Liquor will be allowed, the estimated number of attendees, the type and quantity of Alcoholic Liquor to be delivered, the number of persons under the age of 21 who might be in attendance and a description of the security arrangements for the event.

Any application for an Alcoholic Liquor supplementary permit shall be submitted not less than thirty (30) days prior to the date of the event. All restrictions set forth in Chapter 5 of Ordinance 16-5, and the following restrictions, shall apply to any permittee:

- All Alcoholic Liquor shall be served by a vendor licensed by the State of Illinois and the City of Pekin to serve Alcoholic Liquor.
- The vendor handling the serving of Alcoholic Liquor shall require evidence of age prior to serving Alcoholic Liquor to any person, and shall not serve any Alcoholic Liquor to any person under the age of 21.
- No Alcoholic Liquor may be sold.
- Alcoholic Liquor may be served only in unbreakable containers.
- Kegs of beer are not permitted.
- The serving of Alcoholic Liquor to any person may be suspended at any time in the discretion of the vendor handling the serving of Alcoholic Liquor.
- The serving of Alcoholic Liquor shall start and finish at the times set forth in the Application for Use of Facilities submitted by the Applicant. The period of time of the serving of Alcoholic Liquor may not exceed four (4) hours.
- Alcoholic Liquor shall be allowed only in the portion of the facility designated in the Application for Use of Facilities submitted by the Applicant.
- The applicant and all persons present at the event shall at all times comply with the directions of all Pekin Park District personnel.
- The applicant will be responsible for the cost to repair any damage to Pekin Park District property or facilities and a result of the event and the cost of cleaning of the facility after the event.
- A damage deposit, in an amount determined by the Pekin Park District, shall be paid prior to the event as security for the applicant's compliance with the terms of all applicable laws, ordinances and regulations and the Application for Use of Facilities submitted by the applicant.
- No Alcoholic Liquor may be brought on to Pekin Park District property by any person other than the vendor handling the serving of Alcoholic Liquor.
- All entrances and exits to the area in which Alcoholic Liquor will be present shall be attended at all times. At least one emergency exit shall be provided.
- Adequate measures shall be taken to prevent the removal of Alcoholic Liquor from the area in which Alcoholic Liquor will be present and to constrict noise to the appropriate area.
- The time period for which an Alcoholic Liquor supplementary permit is issued shall not exceed the duration of the event; provided, however, that the Executive Director may further limit the hours of the presence of Alcoholic Liquor as the Executive Director deems necessary or desirable.
- The applicant shall present to the District proof of liability and dramshop insurance acceptable to the District at least 15 days prior to the event. Such insurance shall be issued by a reputable insurance company doing business in the State of Illinois and naming the District as an additional insured. Such insurance may be provided by the vendor who will be handling the serving of Alcoholic Liquor.

MILLER CENTER ADDITIONAL INFORMATION FOR RENTERS

Thank you for choosing Miller Center for your event!
After reading through the contract please note the additional information that is specific to renting the Miller Center.

_____ **TIME YOU MAY ENTER THE BUILDING**
_____ **TIME YOU MUST BE OUT OF THE BUILDING**

Miller Center has the following for your use:

- 12 round tables (5ft) 5-6 chairs
- 20 rectangle tables (8ft) 8-10 chairs
- Rolling carts (for loading and unloading)
- 200 chairs
- 1 highchair
- Ice Machine
- Refrigerator
- Walk in cooler
- Sinks
- Podium
- Easel

Tables are fixed as shown on the diagram. Additional tables may be added at no additional cost.

Rental Requirements:

- Completed contract and one hour down to secure the space
- Balance due 10 days prior to your event
- Cash or Check only *(sorry for the inconvenience)*

Additional Amenities for a fee:

Total Amenities: \$ _____

- ☐ Audio / Visual Services - \$75
- ☐ Coffee / Tea Services - \$10/pot (coffee 64 oz = 8 cups)
_____ Regular _____ Decaf _____ Tea
- ☐ Centerpieces - \$5/each
(17 square mirror w/ 3 battery operated candles)



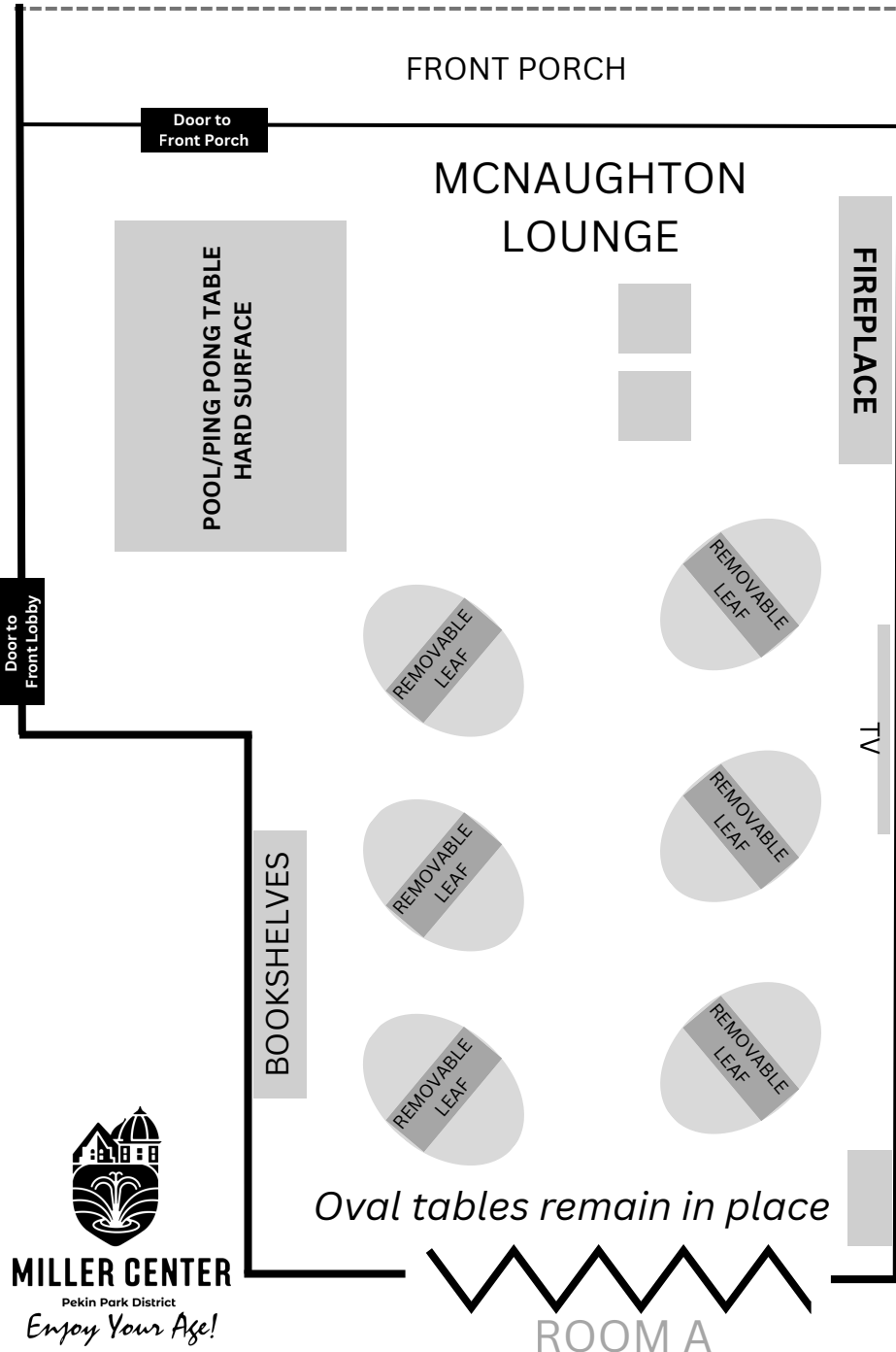
Renter's Responsibilities:

- Nothing stapled, taped or nailed to walls or trim.
- No confetti.
- Please take all garbage to the garbage cans in your room. Our rental attendant will take the garbage out to the dumpster.
- Please see the rental attendant for assistance cleaning up any large messes or spills. Our rental attendant will sweep up after you are finished.
- Please take everything with you. Do Not leave left over food, party supplies, etc.

See the rental attendant if you need:

- garbage emptied
- additional chairs, tables etc.
- tables moved
- ANY questions about the facility

Alisha Dault, Miller Center Administrator, cell 309-253-2240



MILLER CENTER
Pekin Park District
Enjoy Your Age!

