



2025 Western Springs Park District Application for Park Use

Applications for resident large group picnic and facility rentals will be accepted the first business day in January. A completed application, signed waiver, rental fee, and deposit must be submitted at least 72 hours prior to the requested rental date. In some cases, a Certificate of Insurance is required. A permit will be emailed following approval of the application and must be in the possession of the responsible parties at all times during the event.

GENERAL INFORMATION

Name of Applicant: _____

Address: _____

City, State, Zip: _____

Phone: _____ (Home) _____ (Cell)

Email Address: _____

Additional Contact: **Name:** _____

Phone: _____ (Home) _____ (Cell)

The Applicant and Additional Contact Name should be present during the event. In lieu of the Applicant and Additional Contact, the Park District will accept a list of names with cell phone numbers and timed shifts to be provided two (2) working days before the event as a point of contact present during the event in the case of an emergency.

Name and Address of Organization:
(if applicable) _____

Description of Event/Activity: _____

Estimated # of Participants: **Adults:** _____ **Children:** _____
Participants: **How many participants are Western Springs Residents?** _____

Children under 16 must be supervised at all times during rental hours.

FOR OFFICE USE ONLY

Permit Fee paid \$ _____ Date Received _____ / _____ / _____ Check # _____
Security Deposit \$ _____ Date Received _____ / _____ / _____ Check # _____

Applicant Initials: _____ Date: _____ Park District Initials: _____ Date: _____



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FACILITY REQUESTED

- | | |
|---|---|
| <input type="checkbox"/> Laidlaw Park | <input type="checkbox"/> Spring Rock Park - General Picnic Area |
| <input type="checkbox"/> Ridge Acres | <input type="checkbox"/> Spring Rock Park - Lower Pavilion |
| <input type="checkbox"/> Ridgewood Park | <input type="checkbox"/> Spring Rock Park - Upper Pavilion |
| <input type="checkbox"/> Springdale Park | <input type="checkbox"/> Spring Rock Park – Warming Pergola |
| <input type="checkbox"/> Timber Trails Park | <input type="checkbox"/> Other _____ |

DATE/TIME REQUESTED

1st choice – Date/Time: _____ 2nd choice – Date/Time: _____

SPECIAL NEEDS

Please indicate if you require any additional assistance from the Western Springs Park District:

PERMIT FEES

- | | |
|---|------------|
| Resident, non-profit organization or business (up to 100 people) | \$ 150.00 |
| Resident, non-profit organization or business (101 to 200 people) | \$ 300.00 |
| Non-Resident, non-profit organization or business (up to 100 people) | \$ 250.00 |
| Non-Resident, non-profit organization or business (101 to 200 people) | \$ 500.00 |
| 201 - 500 people | \$ 850.00 |
| 501 and over | \$1,100.00 |

A \$400.00 charge will be added to the permit fee for staff assistance for all picnics over 200 people. This is for a staff member to be on site assisting with garbage and park maintenance needs during your picnic.

SECURITY DEPOSIT (A separate check is required for Security Deposit)

- | | |
|--------------------|-----------|
| (Up to 100 people) | \$ 200.00 |
| (101 and over) | \$ 500.00 |

Note: The security deposit will be returned in full upon inspection of the grounds if no damages have been incurred to Western Springs Park District property (hereafter collectively referred to as “the Park District”). If damages have occurred, the security deposit will be returned less any costs to repair damages incurred to the facilities, fields and grounds during set-up, take-down and during the picnic itself. In the event that damages exceed the security deposit, the organization agrees to reimburse the Park District for any outstanding costs. _____ initials.

WARMING PERGOLA FEES

- | | |
|--|----------|
| Resident (wood, tools and fire starter and reserved time in the pergola/pavilion area) | \$200.00 |
| Non-Resident (wood, tools and fire starter and reserved time in the pergola/pavilion area) | \$350.00 |



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GENERAL QUESTIONS

1) Please provide a complete list of all activities that will take place at your picnic and a general layout/set-up you are planning with your chosen park.

2) Will you be bringing in any vendors to service your picnic? Yes No
If yes, please provide the name, address, phone # of the vendor(s) and what they will be providing.

(Please note, if you require special vendors to service your picnic, the Western Springs Park District (hereafter collectively referred to as “the Park District”) will require each vendor to provide the Park District a Certificate of Insurance listing the Western Springs Park District as “Additionally Insured” during the date and time of your picnic in an amount the Park District’s insurer recommends (1,000,000.00). Please call the Park District with questions (708) 246-4225 extension 10.)

PERMIT TERMS AND CONDITIONS

- ✓ I am 21 years of age or older and have a valid driver’s license or valid proof of identification.
- ✓ Applications must be signed and agreed upon before approval.
- ✓ I understand that falsification of information, violation of any rules, regulations or ordinance of the Park District, misconduct of individuals in the group and/or misuse of the facility will result in denial and/or revocation of the permit, forfeiture of fees and security deposits given and/or the closing of the picnic.
- ✓ **FEES:** All fees must be paid at least one week prior to date of picnic.
- ✓ **SECURITY DEPOSITS:** All security deposits must be paid at least one week before the date of the picnic. Security deposits will be refunded within two weeks following the picnic if inspection of the facility/park following the picnic shows no damage or violation. No interest will be paid on security deposits.
- ✓ The Park District retains the right to reject any application.
- ✓ The Park District reserves the right to have a designated employee visit the event site to determine compliance with the terms of this rental agreement.
- ✓ **To help keep our children safe, please eat food at our designated picnic areas. Please consider cleaning hands with a water-based wipe after eating. Thank you.**
- ✓ The renting individual, group or organization (hereafter referred to as “Renter”) is solely responsible for providing any and all supervision and/or security services during the rental period. The Park District does not assume liability for property lost, damaged or stolen on the Park District premises, or for personal injuries sustained on the premises during Renter’s use of the premises.
- ✓ Vehicles (except emergency vehicles and motorized wheelchairs), alcohol, smoking and unleashed pets are not permitted on the premises or in any Park District building on the premises.
- ✓ Additional equipment in the park, including but not limited to tents, grills, moon jumps and entertainment requires prior approval from the Executive Director or Manager of the Western Springs Park District.
- ✓ Renter will be responsible for any excessive clean-up costs related to the damage of Park District property arising out of the use of the said facility/park pursuant to this agreement.
- ✓ Organizations, groups or individuals may be called upon to furnish a Certificate of Insurance and name the Park District as additional insured.
- ✓ Renter will be responsible for any set-up/take-down unless otherwise arranged. This includes the removal of all decorations, tape and trash.



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PERMIT TERMS AND CONDITIONS – continued

All trash must be bagged and disposed of in or near the appropriate trash receptacles located in the park. If you are able to RECYCLE, please use the appropriate recycling container within the park or use BLUE BAGS to delineate recyclable materials from trash.

- ✓ When using amplification, volume must be kept at a moderate level.
- ✓ The Park District reserves the right to amend the rental terms as needed to serve the best interests of the Park District and to relocate any event based on unforeseen circumstances.

Please sign below stating you have read the rules and regulations and will comply.

Printed Name of representative: _____

Signature of representative: _____

INDEMNIFICATION AND HOLD HARMLESS

Renter agrees to protect, indemnify, save, defend and hold harmless the Park District, its officers, officials, volunteers, employees, and agents from and against any and all liabilities, claims for compensation, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney’s fees for which the Park District may become obligated by reason of any accident, injury or death of persons or loss or damage to property, arising indirectly or directly in connection with or under, or as a result of this agreement, whether such loss, damage, injury or liability is contributed to by the negligence of the Park District or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except for claims damages, penalties, causes of action, costs and expenses, arising solely by virtue of any negligent act or omission of the Park District.

Please sign below stating you have read the indemnification and will comply.

Printed Name of representative _____

Signature of representative _____