



The Treehouse Group Request

Groups must consist of 15 or more guest.
This form must be submitted at least one week in advance

Organization Name: _____

Contact Person: _____ Email Address: _____

Address: _____

Phone Number: _____ Phone Number (Cell): _____

Date Requested (Monday – Friday / June 1 – August 31): _____

Requested Time (circle one):
12pm to 2pm
1pm to 3pm
2pm to 4pm

Suggested Ratios:
1:10 (one adult to 10 children)

Fees:
\$4 per child (ages 1 – 11)

Admission Fees (Maximum allowed # of children and adults combined is 50):

# of children	_____	X	\$4	=	\$_____
# of adults	_____	X	\$0	=	\$_____ 0

No outside food is allowed within the The Treehouse. Planning to bring a lunch?

Feel free to enjoy it in Reed Keppler Park before entering the facility. If you would like a private indoor area reserved for your group please check here _____ (\$30.00 additional fee).

\$30 \$_____

Grand Total \$_____

All group requests must be paid in full at the time of booking, include a signed group rental agreement (page 2) and a certificate of insurance (see #'s 13 and 14 of group rental agreement).

_____ Check
_____ Cash
_____ Credit*

*If paying by credit card, an account will be created for your Organization and online payment is required within 24 hours of booking. Additional instructions for procedures to pay by credit card will be emailed to you.

I understand (please initial),

_____ Socks are required for play
_____ Food is not allowed in The Treehouse
_____ Only water bottles are allowed in The Treehouse

Please return form to:
West Chicago Park District
Attention: Melissa Medeiros
201 W National Street
West Chicago, IL 60185
OR
mmedeiros@we-goparks.org
Subject: The Treehouse Group Rental Request

THE WEST CHICAGO PARK DISTRICT GROUP RENTAL AGREEMENT

Terms and Conditions

1. SOCKS ARE REQUIRED FOR PLAY.
2. Food is not allowed in The Treehouse – Water Bottles are permitted.
3. Renter shall have the use of the facility for the date(s) and time(s) stated herein, and subject to the facility rental fee as provided herein.
4. Renter shall fully comply with all West Chicago Park District rules, regulations, and ordinances in connection with the use of the facility.
5. Renter shall fully comply with The Treehouse Rules & Regulations.
6. The West Chicago Park District reserves the right to amend the rental rules, as needed, to serve the best interests of the Park District.
7. Renter is solely responsible for the actions of any member of Renter's group and shall provide adequate adult supervision (age 16 or older) of Renter's group at all times.
8. Renter shall minimally provide one adult supervisor for every ten children.
9. Renter is solely responsible for the safety and security of any property brought to the facility. The West Chicago Park District is not responsible for lost, stolen or damaged personal items.
10. The West Chicago Park District retains the right to conduct an audit of the group's numbers during the Renter's use of the facility. If there are more participants in the group than has been contracted, the Renter will be responsible for all additional charges and fees associated with the discrepancy.
11. The West Chicago Park District retains the right to cancel this agreement at any time and for any reason, including, but not limited to inclement weather, misconduct of the Renter (or any member of Renter's group) or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the Renter has breached any of its obligations under this Agreement.
12. Renter agrees to protect, indemnify, save, defend, and hold harmless the West Chicago Park District, including its officers, officials, employees, agents and volunteers (collectively "Park District") from and against any and all liabilities, obligations, claims, damages, causes of action, costs and expenses, (including reasonable attorney fees) which the Park District may become obligated by reason of any accident or injury (including death by drowning) arising indirectly or directly in connection with or under this use agreement, whether such loss, damage, injury or liability is contributed to by the negligence of the West Chicago Park District or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever.
13. Renter shall maintain general liability insurance for bodily injury, personal injury and property damage during the term of this agreement, specifically including contractual liability coverage. The insurance shall name the West Chicago Park District as additional insured and shall contain no special limitation on the scope of protection afforded the West Chicago Park District. The insurance shall have limits of not less than \$1,000,000 per occurrence for injury or death. Renter's insurance shall be primary insurance as respects the West Chicago Park District. Any insurance or self-insurance maintained by the West Chicago Park District shall be in excess of Renter's insurance and shall not contribute with it. Renter's insurer shall agree to waive all rights of subrogation against the West Chicago Park District.
14. Renter shall provide a certificate of insurance verifying compliance with the above insurance requirements and naming the West Chicago Park District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent.
15. In the event of cancellation by Renter, 50% of amount paid for the visit is nonrefundable.
16. This rental agreement may be revoked at any time at the discretion of the West Chicago Park District due to misrepresentation of Renter, the misconduct of individuals in the group or for misuse of property. Future rentals may not be issued to Renter.
17. This agreement must be signed by an authorized agent or representative of Renter, age 21 or older.

WAIVER

By signing this agreement, I acknowledge that I have read and understand the terms and conditions of The West Chicago Park District's Group Rental Agreement. I agree to abide by all rules and regulations at The Treehouse. I assume responsibility for any damage to the West Chicago Park District's Property during our use of The Treehouse. Our group agrees to hold harmless the West Chicago Park District and all of its officers in the event of any injuries or accidents arising out of the use of The Treehouse.

Contact Person's Signature _____ Date: _____

For Office Use Only

of children (ages 1 - 11): _____ # of adults: _____

Comments: _____