

Parent/Guardian: _____ Date of Birth: _____
 Child's Name: _____ Date of Birth: _____
 Address: _____ City: _____
 State: _____ Zip: _____ Phone: _____
 Email: _____

Day and Time (circle one and fill in date):

Mon 3:30-5:30pm Date: _____ Fri 3:30-5:30pm Date: _____
 Tue 3:30-5:30pm Date: _____ Sat 10:00-12:00pm Date: _____
 Wed 3:30-5:30pm Date: _____ Sat 3:00-5:00pm Date: _____
 Thu 3:30-5:30pm Date: _____ Sun 1:00-3:00pm Date: _____

Children/Chaperones: _____ / _____

Comments: _____

Topics:

_____ **Reptilemania:** Meet the Nature Center's resident turtles and snakes and learn about reptile behavior and habitats.

_____ **Creepy Crawlies:** Have fun getting to know the small creatures that live all around us. Can include in sects, snakes, bats, spiders, or whatever other critters your child is interested in.

_____ **Fishing Fun (Apr-Oct):** Available for age 7 & older. Learn to bait a hook, cast and fish safely in our stocked lake.

_____ **Beautiful Butterflies:** Learn about the life cycle of a butterfly. Make a butterfly and caterpillar craft.

_____ **Animal Tracks:** Be a nature detective and learn about animal tracks and signs. Make a track paper weight.

_____ **The Three Bears:** Learn about the three species of North American bears and learn how they are different. Make a bear claw necklace.

_____ **Animal Superheroes:** Animals have superpowers too! Learn about some of their superpowers.

_____ **Sharks:** Learn about this predator of the deep through hands-on experiences. Make a shark tooth necklace.

_____ **Awesome Owls:** Learn about owls and their cool adaptations. Dissect an owl pellet and make an owl craft.

Payment information: Visa Mastercard Discover Amex
 Cash Credit Card #: _____ Exp. Date: ____ / ____
 Check # _____ Signature authorizing payment: _____

Staff use only

Reservation Date: _____	Waivers Returned: _____
Attendance: Children: _____	Chaperones: _____
Deposit: _____	Payment: _____
Date Type Amount Receipt #	Date Type Amount Receipt #

Birthday Party Reservation Information:

- Parties are two (2) hours long. Base package allows for one hour of a staff led program around the theme of your choice and one hour use of the reserved party room (up to 12 children)
- Staff led program includes craft to take home, guided nature hike and discussion/hands-on exploration (except fishing)
- Groups must provide a minimum of one (1) chaperone for every ten (10) children
- Fishing programs are a minimum of one (1) chaperone for every five (5) children
Chaperones are free
- Renter is responsible for food/decorations (no refrigerator/freezer available)
- Parties must be booked a minimum of two (2) weeks in advance
- Fees: \$100 Resident/\$125 Non-resident (up to 12 children)
- All parties must be paid in full to reserve date/time
- Add-ons (including extra children) paid two weeks in advance
- Cancellations must be made at least two (2) weeks prior to reservation date. Refunds will not be given after
- Chaperones are free

Add-ons:

Additional child (up to 16 for party room/30 if outside): \$6/child

Extend staff led program by 30 minutes: \$25 (1 hour max.)

Extend the use of party room: \$25/half hour

30-minute campfire: \$30

30-minute campfire with s'mores fixings: \$40

I have read and fully understand the requirements for renting a facility and booking a birthday party with the Oakbrook Terrace Park District. I agree that all of the information I have provided is correct to the best of my knowledge. I understand that if any of the information is incorrect, the park district reserves the right to void the rental.

I hold the Oakbrook Terrace Park District harmless for all injury and liability claims that may occur while on the property

Signature (Parent/Guardian if under 18)

Date

Rental Policies

- The rental fee is due at the time of booking to hold the reservation. All rentals are processed on a first come first served basis.
- Cancellations must be made at least two (2) weeks prior to reservation date. Refunds will not be given after
- Final balance including final headcount is due two (2) weeks prior to the rental. If balance is not paid or final headcount is not given two (2) weeks prior to the rental, the Park District will release the reservation. It is the renter's responsibility to make timely payment.
- This agreement for the use of the Oakbrook Terrace Park District facility(ies) will not be entered into by the Oakbrook Terrace Park District unless said Agreement is signed by an authorized representative or agent of User and delivered to the office of the Oakbrook Terrace Park District with appropriate security deposit.
- User shall not enter, occupy or use the listed facility(ies) until the time(s) and date(s) specified in this agreement.
- User shall vacate the facility(ies) at the time(s) and date(s) in this agreement or be charged a pro-rata amount for every 15 minutes of overtime use.
- Users may arrive no more than 15 minutes prior to the rental in order to setup. Any additional setup or takedown needs to be factored into the rental.
- Once the rental is paid in full, the Park District will issue a permit for facility use.
- Transfers are at the discretion of the Park District and are subject to availability.
- No Refunds will be given for inclement weather.
- The Oakbrook Terrace Park District reserves the right to close any parks/facilities in inclement weather (extreme cold, snow, etc.). We also reserve the right to close our facilities if we deem them inhabitable (loss of heat, power, water, etc.). In these cases, the Park District will work with the renter to reschedule.
- Decorations: User may not hang decorations from ceilings, use glitter/confetti, or tape/pin items to walls. Open flame candles may not be used for decoration; birthday candles are acceptable.
- A credit card must be placed on file with the Park District for damages, debris or late departures.
- No motor vehicles are allowed on Park District property without prior authorization. Absolutely no vehicles may be on Park District paths or green space. Driving and parking is only allowed on designated paved roads and parking spots.
- Any rental using an outside third party vendor (caterer, table/chair rental co., moonjump, etc.) must provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance and naming the Oakbrook Terrace Park District as an additional insured. All certificates of Insurance are subject to approval by the Oakbrook Terrace Park District.
- There are portable restrooms (port-o-lets) available for groups renting outdoor space. There may not be indoor restrooms available. Portable restrooms are cleaned and stocked weekly.
- User shall be responsible for and will pay for any damage to Oakbrook Terrace Park District property arising out of the use of the said facility(ies)/parks pursuant to this Agreement.
- If there is damage to the facility or debris left, the Park District will charge the rental group the amount of hours it takes staff to cleanup at the rate of \$50/hour or the rate that is charged by the vendor that is hired to perform the services. This includes common areas of the facility. The vendor used is the sole discretion of the Park District. Damage to Park District equipment will be inspected and a fee will be assessed based off of damage and equipment value.
- Users are only reserved the specific area they are renting from the Park District. Any additional amenities may be reserved at an additional fee.

Rental Policies Continued

- Oakbrook Terrace Park District does not assume any liability for property damaged, lost or stolen on the Oakbrook Terrace Park District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the Oakbrook Terrace Park District from any and all losses, claims, suits or judgments or damages that User might sustain as a result of any and all activities connected with or associated with this Agreement.
- Oakbrook Terrace Park District equipment or property shall not be removed from the premises without written permission of the Oakbrook Terrace Park District.
- No beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the Oakbrook Terrace Park District under this Agreement.
- User shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the Oakbrook Terrace Park District's attention any potential dangers, safety hazards or problems. User is solely responsible for determining whether said facility(ies) is safe, appropriate, and/or compatible for User's intended use.
- User is solely responsible for providing any and all supervision at all times during User's use of any facility, including but not limited to the rented facility, and all common areas. Further, User shall be responsible for ensuring that User's guests and invitees comply with all applicable rules and regulations pertaining to use of Oakbrook Terrace Park District facilities.
- User shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement.
- User shall comply with any and all applicable rules, regulations, ordinances and permit procedures.
- This rental agreement may be revoked at any time at the discretion of the Oakbrook Terrace Park District due to misrepresentation of User, the misconduct of individuals in the group or for misuse of property. Future rentals may not be issued to User.
- This agreement is entered into solely for the benefit of the contracting parties, and nothing in this agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this agreement, or to acknowledge, establish or impose any legal duty to any third party.
- This agreement may not be assigned by User without the Oakbrook Terrace Park District's prior written consent.
- This agreement represents the entire understanding between the parties. This agreement may be modified or altered only by further agreement in writing between the parties.
- Interpretation of this agreement shall be governed by the laws of the State of Illinois.

I (User) have read and fully understand the requirements for renting a facility/park with the Oakbrook Terrace Park District. I agree that all of the information I have provided is correct to the best of my knowledge.

I understand that if any of the information is incorrect, the Park District reserves the right to void the rental. I hold the Oakbrook Terrace Park District harmless for all injury and liability claims that may occur while on the property.

Signature (a duly authorized representative)

Date

Printed Name

Oakbrook Terrace Park District Authorized Signature

Date