

Organization: _____

Contact Person: _____ Date of Birth: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Email: _____

Date of Visit: _____ # of Students/Chaperones: _____ / _____

Program Start Time: _____ Program End Time: _____ Grade or Age: _____

Topic Selected (from next page) _____

Comments: _____

Group Reservation Information:

- Programs (except "Camping Fun") are 90 minutes. "Camping Fun" is 2 hours (with an additional fee).
- Groups must provide a minimum of one (1) chaperone for every ten (10) children.
- Camping program must provide a minimum of one (1) chaperone for every five (5) children.
- Chaperones are free.
- Groups must be booked a minimum of three (3) weeks in advance.
- Final headcount must be provided two (2) weeks in advance.
- **Please see the next page for topic selection.**

Rate Information:

- **Regular programs:** \$75 for ten (10) children. \$6/additional child
- **Camping program:** \$110 for ten (10) children. \$6/additional child
- All groups must pay the base amount for a program at the time of booking to guarantee a reservation.
- Additional children will be charged for upon arrival of the group at the Nature Center.
- Cancellations must be made at least two (2) weeks prior to reservation date to receive a refund.

Payment information: Visa Mastercard Discover Amex Check# _____

Credit Card #: _____ Exp. Date: ____/____/____

Signature authorizing payment: _____

Please fill out the online request form to arrange your date and time before sending payment.

Payment by check - Please make checks payable to Oakbrook Terrace Park District. Checks can be mailed to
17W063 Hodges Rd, Oakbrook Terrace, IL 60181

Payment by charge - Charge payments may be sent in the US mail, or scanned and email to laura@obtpd.org

Staff use only

Reservation Date: _____ Waivers Returned: _____

Attendance: Children: _____ Chaperones: _____

Deposit: _____ Payment: _____

Date Type Amount Receipt #

Date Type Amount Receipt #

Topics (check one):

- _____ **Animal Tracks and Clues:** Become an animal detective and learn how to find clues that animals leave behind, like footprints, fur and of course – droppings. Make a pawprint cast to take home.
- _____ **Bird is the Word:** Learn about various kinds of birds (including our adorable Nature Center resident quails), go on a birdwatching hike, and make a bird feeder to take home.
- _____ **Hands on Herpetology:** Discover the types of reptile and amphibian critters that call Illinois their home. Learn about diet, habitat, and what we can do for species conservation. Meet some of our resident animals up close.
- _____ **Creepy Crawlies:** Learn about insects, arachnids and annelids through hands on investigations and live-specimen discussion.
- _____ **Native American Lore:** Learn about the Native Americans of the Midwest. Discover how they used natural resources in everyday life. Sample some games that native children play, and make one to take home for yourself.
- _____ **Fantastic Fall (available Sep-Nov):** Identify different trees by learning about their leaves and bark. Go on a leaf collecting hike and create a tree themed craft to take home.
- _____ **Peek at the Pond (available Apr-Oct):** Explore the wonderful natural habitat of the pond. Learn about the animals that live there and how they are suited to life around the water.
- _____ *****Camping Fun (available May-Oct; 2 hour program with an additional \$35 fee):** Create a campsite by learning to put up a tent and start a campfire safely. Learn how to be a good steward to the environment while enjoying the "Great Outdoors".



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

Rental Policies

- The base 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.