

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ # of Children/Chaperones: \_\_\_\_\_ / \_\_\_\_\_

Program Start Time: \_\_\_\_\_ Program End Time: \_\_\_\_\_ Average age of children: \_\_\_\_\_

Topic Selection (from next page) \_\_\_\_\_

Comments: \_\_\_\_\_

### Group Reservation Information:

- Programs are 60 minutes.
- Groups must provide a minimum of one (1) chaperone for groups with one (1) to nine (9) children.
- Groups must provide a minimum of two (2) chaperones for groups with 10 to 13 children.
- Pricing and group size below include total of children and chaperones.
- Groups must be booked a minimum of two (2) weeks in advance.
- **Please arrange date and time by emailing [laura@obtpd.org](mailto:laura@obtpd.org) prior to sending payment or returning this form**

### Rate Information:

- Up to 5 participants (including children and chaperones): \$25
- Up to 10 participants (including children and chaperones): \$50
- Up to 15 participants (including children and chaperones): \$75
- ***Birthday Parties: (optional)*** Add an additional half hour of self guided activity for \$25 more.
- All groups must pay the total amount for a program at the time of booking to guarantee a reservation.
- **Please see the last page of this form for cancellation information.**

**Payment information:**     Visa     Mastercard     Discover     Amex     Check# \_\_\_\_\_

Credit Card #: Registration clerk will call for payment information

Signature authorizing payment: \_\_\_\_\_

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

**Payment by charge** - Please send this completed form via US Post (address above) or scan and email to [laura@obtpd.org](mailto:laura@obtpd.org), and indicate that you will be paying by charge. A registration clerk will call you for credit card information upon receipt of the form.

### Staff use only

Reservation Date: \_\_\_\_\_ Waivers Returned: \_\_\_\_\_

Attendance: Children: \_\_\_\_\_ Chaperones: \_\_\_\_\_

Deposit: \_\_\_\_\_ Payment: \_\_\_\_\_

## Topics:

**Meet our Live Animals-** The Nature Center is home to many local (and a few exotic) species of animals. Interact with a variety of critters like snakes, turtles, amphibians, and bugs (you'll even get to pet a few of them!). Learn about how we care for our critters at the Nature Center and discover the role they play in their native habitats. Your group will gain a greater appreciation for the wildlife around them after meeting so many of our captivating animal residents.

**Discover our Natural Collections-** Investigation of our natural specimens like furs, skulls, mounted animals, fossils, and geological collection is a great way to discover more about local nature. This program provides your group an opportunity for hands-on exploration of unique natural artifacts, while we help them make connections to the world right outside.

## Reservation Agreement

I (User) have read and fully understand the requirements for booking a group visit 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 reservation 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:

## COVID-19 Reservation Policies

- Face coverings must be worn in all facility spaces. This includes building entrance/exit points, hallways, and restrooms. Face coverings must also be worn throughout the entire program, including check-in and departure. Face coverings should fit properly over the nose and mouth.
- Social distancing must be maintained in all public spaces. This includes building entrance/exit points, hallways, and restrooms.
- There is access to a water bottle fill station but not a water fountain, so please plan accordingly.
- A short questionnaire about illness and symptoms will be administered to all attendees of the program.
- Anyone in your group with Covid 19 symptoms or possible exposure may not attend.
- If your entire group must cancel due to Covid 19 related issues, we will allow cancellations anytime before the reservation and a full refund will be given. Cancellations must be communicated via email or phone call.

*See next page for more reservation policies*

## General Reservation Policies

- The total fee is due at the time of booking to hold the reservation. All reservations are processed on a first come first served basis.
- 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 full payment.
- Non-Covid 19 related cancellations must be made at least one (1) week prior to reservation date in order to receive a refund.
- 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 group representative to reschedule.
- 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.
- Group 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.
- 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.
- 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.

## Birthday Party Specific Policies

- Food or drink must be served in outdoor park spaces only. There is no guarantee of private use of the pavilion and tables without separate rental of that space.
- No beer, liquor or any alcoholic beverages shall be brought or consumed inside the facility or on the park grounds. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees.

Initials of authorized representative \_\_\_\_\_

*(Acknowledgement of policies above)*