



Village of Fox Lake

66 Thillen Dr. Fox Lake, IL 60020 P: (847) 587-2151

FACILITY RENTAL RATES

Lakefront Park Building 10 Riverview Avenue, Fox Lake Meeting Room Prices are quoted per meeting room and DOES NOT include use of kitchen <table><tr><td>Maximum</td><td>10 tables/60 chairs</td></tr><tr><td>Resident</td><td>\$45.00 per hour per room</td></tr><tr><td>Non-Resident</td><td>\$55.00 per hour per room</td></tr><tr><td>Non-Profit</td><td>\$40.00 per hour</td></tr></table> \$50 Cleaning Fee. Renters are responsible for sweeping floors, putting away chairs and tables, and removing trash. If additional cleaning is required, a rate of \$50/hour will be deducted from the security deposit.	Maximum	10 tables/60 chairs	Resident	\$45.00 per hour per room	Non-Resident	\$55.00 per hour per room	Non-Profit	\$40.00 per hour	Lakefront Park Building 10 Riverview Avenue, Fox Lake Main Gym 4 Hour Minimum Required (Includes use of refrigerator & microwave only) <table><tr><td>Maximum</td><td>30 tables/150 chairs</td></tr><tr><td>Resident</td><td>\$45.00 per hour</td></tr><tr><td>Non-Resident</td><td>\$55.00 per hour</td></tr><tr><td>Non-Profit</td><td>\$40.00 per hour</td></tr></table> \$50 Cleaning Fee. Renters are responsible for sweeping floors, putting away chairs and tables, and removing trash . If additional cleaning is required, a rate of \$50/hour will be deducted from the security deposit.	Maximum	30 tables/150 chairs	Resident	\$45.00 per hour	Non-Resident	\$55.00 per hour	Non-Profit	\$40.00 per hour										
Maximum	10 tables/60 chairs																										
Resident	\$45.00 per hour per room																										
Non-Resident	\$55.00 per hour per room																										
Non-Profit	\$40.00 per hour																										
Maximum	30 tables/150 chairs																										
Resident	\$45.00 per hour																										
Non-Resident	\$55.00 per hour																										
Non-Profit	\$40.00 per hour																										
Veterans Memorial Park 301 S Route 59, Ingleside (Please check) Pavilion 1 Pavilion 2 Rental time is 6 hours, additional hours may be reserved at an added hourly rate. (If participant count is over 30, both Pavilions will need to be rented. (Port-a-potty or restroom is available) <table><tr><td>Resident (up to six hours)</td><td>\$25.00 per Pavilion</td></tr><tr><td>Non-Resident</td><td>\$50.00 per Pavilion</td></tr><tr><td>Non-Profit</td><td>\$25.00 per Pavilion</td></tr><tr><td>Additional Hours</td><td>\$10.00 per hour</td></tr></table>	Resident (up to six hours)	\$25.00 per Pavilion	Non-Resident	\$50.00 per Pavilion	Non-Profit	\$25.00 per Pavilion	Additional Hours	\$10.00 per hour	Community Center 23 S. Street, Fox Lake (Please Check) Weekday Weekend Rental time is 6 hours, additional hours may be reserved at an added hourly rate. (Includes use of refrigerator & microwave only) <table><tr><td>Maximum</td><td>20 Tables</td><td>100 Chairs</td></tr><tr><td>Rates (up to 6 hours)</td><td>Weekend Fri – Sun or Holiday</td><td>Weekday Mon - Thur</td></tr><tr><td>Resident</td><td>\$200.00</td><td>\$175.00</td></tr><tr><td>Non-Resident</td><td>\$300.00</td><td>\$250.00</td></tr><tr><td>Non-Profit</td><td>\$100.00</td><td>\$50.00</td></tr><tr><td>*Additional Hours</td><td>\$25.00</td><td>\$25.00</td></tr></table> \$50 Cleaning Fee. Renters are responsible for sweeping floors, putting away chairs and tables, and removing trash. If additional cleaning is required, a rate of \$50/hour will be deducted from the security deposit.	Maximum	20 Tables	100 Chairs	Rates (up to 6 hours)	Weekend Fri – Sun or Holiday	Weekday Mon - Thur	Resident	\$200.00	\$175.00	Non-Resident	\$300.00	\$250.00	Non-Profit	\$100.00	\$50.00	*Additional Hours	\$25.00	\$25.00
Resident (up to six hours)	\$25.00 per Pavilion																										
Non-Resident	\$50.00 per Pavilion																										
Non-Profit	\$25.00 per Pavilion																										
Additional Hours	\$10.00 per hour																										
Maximum	20 Tables	100 Chairs																									
Rates (up to 6 hours)	Weekend Fri – Sun or Holiday	Weekday Mon - Thur																									
Resident	\$200.00	\$175.00																									
Non-Resident	\$300.00	\$250.00																									
Non-Profit	\$100.00	\$50.00																									
*Additional Hours	\$25.00	\$25.00																									



Village of Fox Lake

66 Thillen Dr. Fox Lake, IL 60020 P: (847) 587-2151

FACILITY RENTAL REQUIREMENTS

Completed Facility Rental Application

Valid State ID or Driver's License (the Village will retain a copy)

\$200 Security Deposit and \$50 Cleaning Fee due with application

Certificate of Insurance (See attached example)

A certificate of insurance is required for all rentals along with the rental fees. Renter must turn in Certificate of Insurance 1 week prior to the rental. In the event that a rental application is submitted less than 1 week before a rental, all documents must be provided with the application. If there are any questions regarding the Certificate of Insurance or Special Endorsement Form, please call the Parks and Recreation Department at (224) 225-1404.

A certificate of insurance can be obtained from your insurance company or through <https://www.theeventhelper.com/>

The following sections must be completed:

- Date
- Producer
- Insured
- Insurer's Affording Coverage
- General Liability

Minimum Coverage Requirements

Each Occurrence: \$1,000,000

General Aggregate: \$2,000,000

Damage to rented premises: \$100,000

- Description of Operations Section must include:
 - Event: (Type)
 - Date and Location of Event: (Name of building & address)
 - Verbiage: Village of Fox Lake is an Additional Insured for General Liability.
- Certificate Holder: Village of Fox Lake
66 Thillen Dr.
Fox Lake, IL 60020

Special Endorsement Form accompanied by the Certificate of Insurance*

Rental Fee

ACORDTM CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A

INSURER B

INSURER C

INSURER D

INSURER E

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTD INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO- JECT ☐ LOC				EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS, COMP/OP AGG \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS UMBRELLA LIABILITY ☐ OCCUR ☐ CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATU- TORY LIMITS OTH- ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ADDITIONAL INSURED - SPECIAL EVENT ENDORSEMENT (SECTION II)

Policy Number:

Named Insured:

Name of Additional Insured: VILLAGE OF FOX LAKE
66 THILLEN DRIVE
FOX LAKE, IL 60020

EXAMPLE

(Person or Organization)

Additional Insured Interest:

Location of Event:

Coverage L Limit of Liability:

Coverage period begins and ends at 12:01 A.M. Standard Time at the above designated location.

Effective Date:

Expiration Date:

The definition of **insured** in the policy includes the person or organization named above as an Additional Insured, but only with respect to **bodily injury** or **property damage** caused by the activities of the named insured in the use of the location designated above while it is rented or leased to, or used by the named insured. This coverage is subject to the following provisions;

1. This coverage does not apply to **bodily injury** to any employee, or to **property damage** incurred by any employee, arising out of or in the course of the employee's employment by the Additional Insured;
2. This coverage does not apply to **bodily injury** or **property damage** for which the Additional Insured may be held liable:
 - a. as a person or organization engaged in manufacturing, distributing, selling, or furnishing alcoholic beverages if such liability is imposed by reason of:
 - (1) any statute, ordinance, or regulation relating to the sale, gift, distribution, or use of alcoholic beverages; or
 - (2) the furnishing of alcoholic beverages to a person under the legal drinking age or under the influence of alcohol or that causes or contributes to the intoxication of any person; or
 - b. as an owner or lessor of premises used for manufacturing, distributing, selling, serving or furnishing alcoholic beverages if such liability is imposed by reason of any statute, ordinance or regulation relating to the sale, gift, distribution, or use of alcoholic beverages;
3. This coverage does not apply to **bodily injury** or **property damage** arising from products manufactured, sold, or distributed by the Additional Insured, including reliance upon a representation or warranty made at any time with respect to such products;
4. The Coverage L limit of liability shown above applies only:
 - a. for damages as may be covered under this endorsement; and
 - b. during the coverage period designated above;
5. **We** will not be liable for an amount greater than the above stated Coverage L limit of liability; and
6. There will be no refund of premium in the event this endorsement is cancelled.

All other policy provisions apply.



Village of Fox Lake

66 Thillen Dr. Fox Lake, IL 60020 P: (847) 587-2151

FACILITY RENTAL APPLICATION

Renter Information

The name on the Certificate of Insurance and State issued photo ID must match the renter Information below. Residency will be determined by the Village of Fox Lake. The renter must be 21 years of age or older and in attendance during the entire event. The renter must declare on the application all activities which will take place on Village Property. The renter will assume full responsibility for the rental and is solely responsible for the actions of any member of the group.

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ Birthdate (month/date/year): _____

Email Address: _____

Non-Profit Organization: _____ Non-Profit Tax ID #: _____

.....

Rental Information - *Please see facility rental rate page*

Event Type: _____

Event Details (Please include catering, DJ entertainment, bounce houses, etc.)

Date(s) requested. For additional dates, please attach a separate sheet:

1. _____

2. _____

3. _____

Facility: Lakefront Park Main Gym
Community Center
Lakefront Park Meeting Room
Veterans Pavilions 1
Veterans Pavilions 2

Total Rental Time: _____ (including set up and take down)

Start Time: _____

End Time: _____

Number of Guests: _____

Number of Tables: _____

Number of Chairs: _____

RENTAL RULES AND REGULATIONS

The renter is responsible for cleaning and removing any items or decorations that were brought into the building or park. The tables and chairs need to be cleaned and returned to their racks. If there are any damages, the renter listed on the contract will be invoiced accordingly and agrees to pay within 30 days of such invoice for all damages incurred during the event.

- No alcohol permitted during rental.
- Do not dispose of grease in any sink at any facility.
- No Helium Balloons.
- Use of the oven/stove is prohibited. (Lakefront Building)
- All Village recreational programs have priority in the park and the use of the park facilities.
- No swimming or watercraft launching. Fishing is allowed in designated areas only.
- No fires, except for propane grilling where appropriate.
- Park hours 9 a.m. to sunset. Building hours are 8 a.m. – 10 p.m.
- No loitering, begging or pandering.
- No smoke machines.
- All pets must be leashed and owners must clean up any droppings. Only service pets allowed in any Village owned building.
- Parking of vehicles is allowed in designated parking lots only. No trailer parking.
- Commuter parking strictly prohibited (commuters will be ticketed and towed at owner's expense).
- No access to railroad right of way from park.
- No staples, nails or any type of fastener on any park building, trees, no signage.
- No motorized vehicles in the park unless the area is designated for parking or loading.
- No stone throwing, hitting of golf balls, or any type of projectile firing device into water.
- No fireworks (including sparklers).
- No snowmobiles or all-terrain vehicles.
- No discharge of chemicals, pollutants into water.
- Children under the age of five (5) to be accompanied by adult in restrooms.
- No unnecessary noise.
- No vandalism to buildings, vegetation, trees, or landscaping.

Cancellation and Rescheduling Policy

If you need to cancel your rental, please contact us immediately. Cancellations made within 15 days of the rental date will receive the full amount of the rental fee refunded less a 10% service charge (minimum \$5, maximum \$15) with a full refund of your deposit. If a cancellation is made with less than 15 days notice, the Park and Recreation Department will retain the rental fee and deposit; this includes reservations made less than 15 days from the rental date. In the event of inclement weather (lightning, thunder, blizzard, severe cold, etc.), reservations will be given a full refund or transferred to an alternate date.

Failure to adhere to the Rules and Regulations may result in partial or full forfeiture of the security deposit.

Waiver Release of Claims

In the event of damages, the renter listed on the contract will be invoiced accordingly and agrees to pay within 30 days of such invoice for all damages incurred during the event. In the case of cancellation by the renter the Village will retain the full rental fee. This will be at the discretion of the Parks and Recreation Coordinator. Refunds can take up to 45 days.

I hereby request use of the Fox Lake facility, indicated on page one of this document, on said date and time as completed on the Facility Rental Application, for the purpose stated. I acknowledge receipt of the rules governing the use of the Parks and Buildings.

As a condition of the rental, the renter agrees to indemnify, defend and hold harmless the Village of Fox Lake and all of its officers and employees, against any and all suits, causes of action, or injury, illness, or property damage claims arising out of this rental agreement.

The renter agrees for itself and/or its employees, agents or volunteers associated or to be associated with the activity for which this agreement is being sought, to waive and relinquish all claims that may result in any manner against the Village.

By signing below, the renter certifies that the information provided above is correct; he/she has read and understands the information contained in this agreement; and he/she agrees to conduct the requested activity in compliance with all State and local applicable codes, ordinances, laws and the conditions contained in this agreement.

Signature

Date