



2023 Randall Oaks Park Picnic Reservation Form

If you need assistance the day of your event, please see the Zoo Manager on duty (847) 551-4312.

- Resident
- Nonresident

Date: _____

Name: _____	Home Phone #: _____	
Organization: _____	Cell Phone #: _____	
Address: _____	City, Zip: _____	
E-Mail Address: _____	Time of Event: _____	Number of Guests: _____
Requested Date: _____	Additional Activity: _____	
Notes: _____		

Check all that will apply to your event. *Certificate of Insurance Required.

- | | | |
|--|--|---|
| <input type="checkbox"/> Entire Front of Park: Shelter & Picnic Areas 1-6 (<400 guest) \$1,250(R)/\$1,350(NR) | <input type="checkbox"/> Back Shelter \$210(R)/\$250(NR) | <input type="checkbox"/> Inflatable(s)* |
| <input type="checkbox"/> Entire Park: All three Shelters & Picnic Areas 1-6 (400+ guest) \$1,800(R)/\$1,950(NR) | <input type="checkbox"/> Area 1-6 \$70(R)/\$85(NR) Per Day Area # _____ | <input type="checkbox"/> Serving Alcohol* |
| <input type="checkbox"/> Front Shelter \$190(R)/\$230(NR) | <input type="checkbox"/> Additional Tables \$25/each _____ | <input type="checkbox"/> Outside Catered Food* |
| <input type="checkbox"/> Community Shelter \$290(R)/\$345(NR) | | |
| <input type="checkbox"/> Single Rack Hayride \$140(R)/\$165(NR) | | |

NOTICE OF CANCELLATION: If you cancel more than 30 days in advance you will receive a refund less \$25 administration fee. Less than 30 days, there is no refund given. Shelter rentals are not refundable in the event of inclement weather. Picnic areas are only refundable in the event of dangerous weather such as thunder and lightning. In order to qualify for a picnic area refund, you must go the zoo and check in with the zoo staff at the start time of your rental. Call (847) 551-4312 on the day of your rental for help.

Total Fees:

- PARK REGULATIONS:**
- No balloons, piñatas or confetti are allowed _____ (Initial)
 - Tables may not be moved from one picnic area to another
 - Amplified music is not permitted
 - No vehicles are permitted in the park
 - A cleaning fee, starting at \$100, will be charged if you leave your area in need of additional cleaning

I have read the park regulations and conditions above and I understand that not adhering to them may cause cancellation of my event and forfeiture of the fee.

Signature _____

Date _____

FILL IN CHARGE INFORMATION. (not necessary if paying by cash)

Card Number _____	Expiration _____
Amount of Payment _____	CVV Code _____
Authorized Signature X	
Check Number _____	Made Payable to: Dundee Township Park District

RETURN FORM TO THE PARK DISTRICT
Mail In, Drop Off, Fax, E-Mail:
Dundee Township Park District
 Park Services
 750 N. Randall Rd.
 West Dundee, IL 60118
 Office: (847) 551-4310
 Fax: (847) 426-4296
 E-Mail: mholbrook@dtpd.org
www.dtpd.org

OFFICE USE ONLY:

Binder

RT

E-mail

COI

Dundee Township Park District

Facility Use Agreement-Waiver and Release of All Claims

(I) (We), the undersigned "User" agree to rent the following facility(ies) at the District's Randall Oaks Park, West Dundee, IL 60118

- A. As used in this Agreement, "District" includes its officers, officials, agents, employees and volunteers.
- B. As used in this Agreement, "premises" and "facilities" includes all rented facilities and common areas, including but not limited to parking facilities, restrooms, walkways, hallways, etc.

NOW, THEREFORE, in consideration of the representations herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. User shall be responsible for and will pay for any damage to District property arising out of the use of the said facilities pursuant to this Agreement.
2. District does not assume any liability for property damaged, lost or stolen on the 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 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.
3. That no District equipment or property shall be removed from the premises without written permission of the District.
4. That, unless otherwise permitted, 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 District under this Agreement.
5. 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 District facilities.
6. That this agreement for use of the District facility will not be entered into by the District, unless said Agreement is signed by an authorized representative or agent of User and delivered to the Office of the District at the above address with appropriate security deposit.
7. It is fully understood and agreed by the parties that User shall fully defend, indemnify and hold harmless the District, including its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.
8. User may be required to provide a certificate of insurance (unless otherwise noted in the agreement) verifying \$1,000,000 minimum general liability insurance naming the District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the date(s) and nature of the event no later than twenty-one (21) days prior to the event. If alcoholic beverages are being served or consumed, User must also provide proof of Dram Shop and Liquor Liability insurance. User's insurance shall be primary insurance as respects the District. Any insurance or self-insurance maintained by the District shall be in excess of User's insurance and shall not contribute with it.
9. Interpretation of this agreement shall be governed by the laws of the State of Illinois.

Program/Activity (Hayride, Picnic, etc.) _____

Participant's Name (please print) _____

Participant's Signature _____ Date _____



Picnic & Shelter Reservations Rules & Regulations

750 N. Randall Rd. • West Dundee, IL 60118
Phone: (847) 551-4310 • Fax: (847) 426-4296

PAYMENT AND REQUIRED FORMS, WAIVERS AND/OR CERTIFICATES

A Reservation Form, Liability Waiver and Full Payment are required at the time of booking to secure your reservation. A Certificate of Insurance is also required if equipment or catered food is brought on-site. If a supplier/vendor is hired to run your event, the certificate must name the Dundee Township Park District as additional insured on the form. If you will be using equipment requiring stakes in the ground "JULIE" must be contacted.

PICNIC & SHELTER AREAS

If you will exceed the maximum number of guests, you will be required to rent another area nearby to accommodate the overflow and parking in the park.

Picnic Areas include five picnic tables and a charcoal grill. Areas accommodate up to 40 guests comfortably.

Front or Back Shelters includes 13 picnic tables and a charcoal grill. These areas will accommodate up to 150 guests.

Community Shelter has attached restroom facilities, kitchen serving area with refrigerator, stove, sink and a fieldstone fireplace; 15 picnic tables are included and charcoal grill. This area will accommodate up to 200 guests.

ALCOHOL POLICY

Alcoholic beverages may be served if a certificate of insurance with host liquor liability is on file with the office prior to your event date. Please ask our staff how to obtain one. If this park regulation is violated, you will be asked to leave the park with no refund.

CANCELLATIONS

If you cancel more than 30 days in advance you will receive a refund less \$25 administration fee. Less than 30 days, there is no refund given. Shelter rentals are not refundable in the event of inclement weather. Picnic areas are only refundable in the event of dangerous weather such as thunder and lightning. In order to qualify for a picnic area refund, you must go the zoo and check in with the zoo staff at the start time of your rental. Call (847) 551-4312 on the day of your rental for help.

PARK REGULATIONS

- No balloons, piñatas or confetti is allowed
- Tables may not be moved from one picnic area to another
- Amplified music is not permitted
- No vehicles are permitted in the park
- A cleaning fee, starting at \$100, will be charged if you leave your area in need of additional cleaning.

INCLEMENT WEATHER

Shelter rentals are non-refundable in the event of inclement weather. Picnic areas are only refundable in the event of thunder/lightning. In order to qualify for a picnic area refund, you must check in with the zoo staff at the start time of your rental.

STAFF ASSISTANCE

If you need to see a staff member on the day of your event, please go to the zoo entrance and speak to the cashier (during zoo operating hours) or find the Park Ranger making rounds at the park or call (847) 551-4312.



Randall Oaks Park & Zoo

www.dtpd.org

- Bus Parking
- Restroom
- Portable Toilet
- Picnic Areas
- Playground
- Zoo Playground
- Shelter
- Disc Golf 1st Tee Box
- Walking Path
- Main Road
- Treehouse



Randall Road