



**PARK / SPORTS FIELD – SPECIAL EVENT RENTAL AGREEMENT**

**General Information**

**Name:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Contact #:** \_\_\_\_\_

**NOTE:** The person listed above is the designated contact and must be present during the rental period.

**NAME & PHONE # OF 1-2 ADDITIONAL PEOPLE THE TOWNSHIP MAY CONTACT FOR THIS RENTAL:**

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**Event Information**

**Type of Event:** \_\_\_\_\_

**Date(s)/Time(s):** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Park/Amenities Requested:** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_

**Is there an admission charge or donation for this event?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**If yes, what is the amount and purpose of the fee?** \_\_\_\_\_

**Is your organization planning to bring additional materials, equipment, or food on premises?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**If yes, please describe:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Rental Fee Schedule

	<b>PARK USE</b>	<b>FIELD SPORT</b>		<b>AMENITIES</b>
<b>RENTAL TYPE</b>	<b>SPECIAL EVENT FEE</b>	<b>GAME FEE</b>	<b>PRACTICE FEE</b>	<b>CONCESSION STAND FEE</b>
<b>RESIDENT</b>	<b>\$60 P/HR</b>	<b>\$60 P/HR</b>	<b>\$40 P/HR</b>	<b>\$20 P/HR</b>

### Additional Cost Information:

- All listed rates are hourly with a minimum \$250.00 rental fee established for all special events and field sport games held at Ela Township park sites.
- Any events that are planned to have over 200 people estimated to attend will require having a designated Ela Township representative available on-site during the rental period of the event. The organization requesting the special event rental will be required to pay \$42 per hour for the designated Ela Township representative.
- There is a mandatory \$250 deposit for all types of events.

### Rental Information, Rules, and Regulations:

The following rules and regulations apply to Ela Township park space, sports fields, and/or facilities being used for private use. Designated park space, sports fields, and/or facilities are available for rental when they are not needed for Ela Township programs. Ela Township reserves the right to cancel agreements with a full refund if deemed in the Township's best interest to protect fields from poor playing conditions, conduct repairs, or any other unforeseen extenuating circumstance.

Everything Ela Township does with their parks is subsidized by tax dollars. Although the parks, programs, services and facilities have a value and benefit to individuals, families, the environment and the economy, a strategy of the Township is to generate non-tax revenue for cost recovery and lessen the burden to taxpayers. Therefore, rental fees at Ela Township parks are established to provide a revenue stream in recovering operational costs at Township-owned parks.

Application forms will be available the first business day in January and will only be available electronically through the Ela Township website or through email. Field rentals will be assigned starting March 1 on a first come, first served basis.

If serious problems arise during your rental, call the Ela Township Administration Department at (847) 438-7823 during its normal business hours of Monday-Thursday, 8am-5pm or Friday, 8am-1pm. After hours, please contact your designated Ela Township representative that was assigned to your event. For emergencies, call 911.

- Park rentals will only be considered for 501c3 organizations with Ela Township addresses.
- It is understood that completing and signing this agreement is a **request** until it is approved, and the required fees are paid. Upon approval, this request then becomes a contractual agreement.
- All requests must be received 21 days prior to the rental date requested unless otherwise approved and will be reviewed within or up to 10 business days of being received.
- Sports field rentals are made available to local youth sports organizations, community groups, other government agencies, and residents within Ela Township limits. In any case, Ela Township programs and events will take precedence when scheduling and field use priority is considered.

- Ela Township retains the rights to govern field usage at all times.
- No alcoholic beverages allowed on Ela Township park property at any time.
- No loud speakers, public address systems, or amplifiers may be used without prior approval.
- Use of cooking appliances or grills is prohibited outside of the concession stand area without prior approval.
- Organizations or individuals given permit use for any type of aforementioned event listed within this agreement are required to leave the grounds in neat condition. All litter surrounding the permitted area must be placed in proper trash receptacles.
- The use of any park space, sports fields, and/or facilities are required to furnish a Certificate of Insurance. The Certificate of Insurance must list Ela Township as an additional insured for no less than \$1,000,000.
- Cancellations made in advance of the rental date will be refunded the rental fee less 10%. Ela Township will work with the rental requesting organization to reschedule the rental, if canceled due to inclement weather.
- Applications for park/field use may be denied or terminated if the nature of the rental is in direct competition with Ela Township programming or deemed unsuitable with regards to the intended use.
- Any disorderly conduct or violation of any rules or regulations of the Township shall be just cause for immediately voiding a permit and may be a cause for future denial of a permit and/or contact of local police authorities.
- Applicants found falsifying resident status will have their rental contract revoked without a refund.
- It is fully understood and agreed that the representative requesting the rental and their organization guarantees to defend, indemnify and hold harmless Ela Township, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including attorney fees) arising indirectly or directly in connection with or under, or as a result of this agreement.

**BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ THIS FORM. I UNDERSTAND AND ACCEPT THE CONDITIONS STATED.**

\_\_\_\_\_  
 Printed Name of Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Applicant

**Please sign and return this Rental Agreement to:  
 Ela Township  
 1155 E. Route 22  
 Lake Zurich, IL 60047  
 Phone: (847) 438-7823  
 Fax: (847) 438-9269  
 Email: [info@elatownship.org](mailto:info@elatownship.org)**