WOOD DALE PARK DISTRICT
Active Places. Friendly Faces.

THE WOODLANDS

The Woodlands at White Oaks Park, a 2,500 square foot indoor/outdoor recreation program and event facility, is available for community, family and corporate rentals. This facility, set in the midst of the 19-acre White Oaks Park located at 111 S. Wood Dale Road, serves as a refreshing respite away from the busy urban environment in which we live.

The natural surroundings provide a feeling of escape and serenity and will allow for focus and rehabilitation. This is the perfect spot to host a party, reunion or celebration for your family and friends or a team building event, training or meeting for your staff, committee or business.

Please see next page for more information on rental options and details.

ROOM OPTIONS

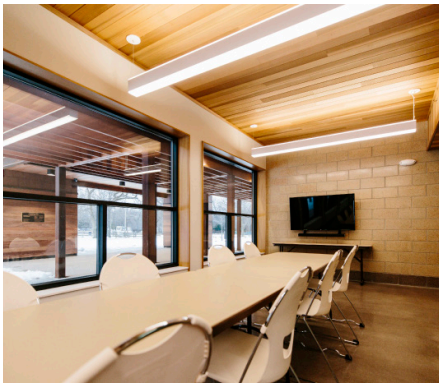
Hickory Room - Large Gathering Space - Capacity: 60
Featuring 18 foot ceilings as well as floor to ceiling windows facing the beautiful serenity of the park, natural wood, state-of-the-art lighting and a large temperature-regulating fan, the Hickory Room provides a cozy, comfortable atmosphere for any gathering. A kitchenette with ample counter space perfect for serving food and beverages, a microwave, refrigerator, freezer, and dishwasher are available to the renter. Tables and chairs are included in the rental. Beer and/or wine allowed with additional fee and insurance. A certificate of insurance with Wood Dale Park District, 111 E. Foster Ave., listed as additional insured, may be required.

Tucked away and adjacent to the Hickory room is the Winnebago room. This room can be used for extra space for food and gift tables, or extra space for guests to sit and enjoy themselves. There is a 55-inch television monitor with HDMI cable accessibility for slideshows or presentations.

Meadowview Pavilion - Capacity: 45 (outdoor patio only)
The Meadowview Pavilion is the gorgeous outdoor space with ceilings connected to the building, just off the Hickory Room. The very spacious and private space has a wonderful feel and an incredible view of the forest and open meadow of the park. The Pavilion is complimentary with the rental of The Hickory Room but may be rented independently. Picnic tables are available in this space, and additional tables can be requested for an additional fee.







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PACKAGE OPTIONS

Room Rentals	Price/Hour	Hourly Minimum	Security Deposit
Meadowview Pavilion	$55/hour (R) $65/hour (NR)	Two Hours	$100
Hickory Room, Meadowview Pavilion, and Winnebago Room	$110/hour (R) $145/hour (NR)	Three Hours	$100

Outdoor Amenity Rentals	Price/Hour	Hourly Minimum	Security Deposit
Gazebo	$15/hour (R) $20/hour (NR)	One Hour	N/A
*Bags	$5/hour (R) $10/hour (NR)	One Hour	N/A
*Bocce Ball	$5/hour (R) $10/hour (NR)	One Hour	N/A
***Campfire Ring	$15/use (R/NR)	N/A	N/A
***Campsite with Campfire Ring	$35/night (R/NR)	One Night	$100

**Bags and Bocce Ball equipment is available upon request*
***Firewood will be provided to you from the Park District*
****Campfire ring and campsite only available to specific community groups and organizations*

Additional Fees	Price
****Beer and Wine Permit	Prices vary please visit https://www.theeventhelper.com/
****Beer and Wine Facility Fee	$100
Linen Tablecloths	$18 per tablecloth (colors available)
Extra Picnic Tables	$3 (All pavilion rentals come with 6 picnic tables)

******Both permit and $100 facility fee are required to serve beer and wine at your event.**

A security deposit is required to reserve your date after the application is approved.

Please note, the security deposit will not be returned if any of the following occur:
- Rental is canceled within 2 weeks of event date
- There are damages to The Woodlands, White Oaks Park amenities, or grounds
- Additional cleanup is required by park district staff
- If the permit holder fails to abide by rental agreement

Payment schedule:
- Security deposit is due in order to reserve rental
- Final payment is due at least seven (7) days prior to rental date
- The Certificate of Insurance must accompany final payment
- Security deposit is returned within 5 business days after rental

Note: The Park District reserves the right to deny any requests at any time. Circumstances denying requests may be due to previously scheduled or anticipated park district activities, or permits, limited availability of room space, limited or no parking, conflict of interest with other renters or Wood Dale Park District philosophies, policies or previous violations of rules by the requesting group or individual. Park District programs always have priority of building use.

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RENTAL APPLICATION

Renter/Contact Person: _____ Phone Number: _____
**Must be present for the entire rental*

E-mail: _____ D.O.B. _____ Type/ Purpose of Rental: _____

Name of Community Organization: (if applicable) _____

Home Address: _____ City/State/Zip: _____

Rental Date(s): _____ Approximate Number of Guests: _____

Time of Rental _____:_____ to _____:_____ How did you hear about us? _____

RENTAL DETAILS

Name of Room(s) Rented: _____ *Number of Hours:* _____

Amenity Rental(s): _____ *Number of Hours:* _____

Will you have beer and/or wine at your rental? ☐ **Yes** ☐ **No** *(No hard liquor or mixed drinks allowed)*

Will you be renting linen tablecloths through Wood Dale Park District? ☐ **Yes** ☐ **No**

If yes, which color?: _____

FOR OFFICE USE

Deposit Processed: ___	Date: _____	Initials: _____
Rental Host: _____	Time: ___ : ___ to ___ : ___	Initials: _____
Beer & Wine COI: ___	Due Date: _____	Received Initials: _____
Additional COI: ___	Due Date: _____	Received Initials: _____
Linen Table Clothes: ___	Color: _____ Qty: ___	Initials: _____
Final Payment Amount Due: _____	Due Date: _____	Received Initials: _____
Facility Set-up Confirmed: ___	Date Received: _____	Received Initials: _____

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FACILITY SET-UP FORM

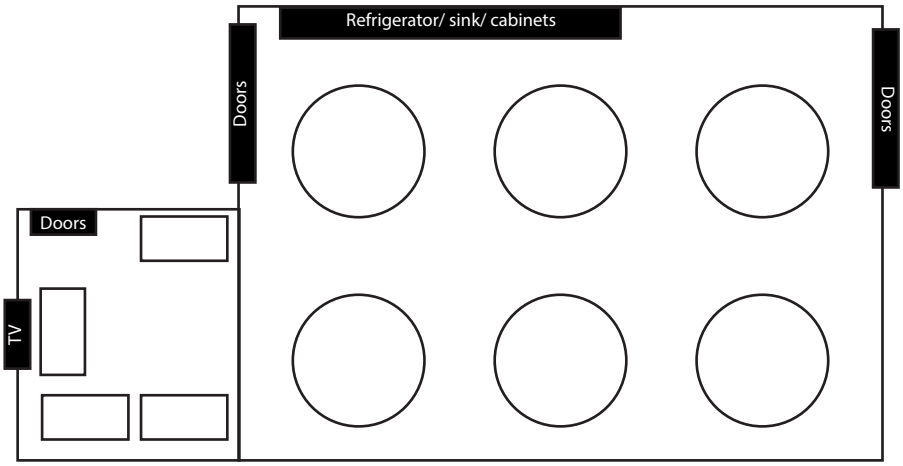
Approximate Number of Guests: _____

Do you need tables for food, dessert table, gift table, etc.? ☐ **Yes** ☐ **No**

If yes, how many: _____

Hickory & Winnebago Room

Room Dimension: 36' x 24'



Would you like chairs at these tables? ☐ **YES** ☐ **NO**

Round tables fit up to10 chairs per table

If so, how many: _____





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RENTAL AGREEMENT

1. The person signing the rental agreement must be at the rental from start to finish and will be responsible for abiding by the established rules. If a renter isn't present throughout the rental the security deposit will be forfeited.

2. Rentals will be staffed with a Rental Host. This individual will be on site for the duration of the rental. They are not responsible for cleaning up during or after the party. Their role is to be on site during the event to:

   a. open and close the facility
   b. ensure that the renter is present during the rental and following the established rules
   c. help in emergency situations or if there are mechanical issues

3. Rentals include a 30-minute set-up and 30-minute clean-up. Example: If time requested is 12-3pm, renter would be allowed in the facility at 11:30am for set-up and would need to be cleaned up and out of the facility by 3:30pm. Any additional set-up and/or clean-up time would need to be included in rental time requested.

4. Anyone exceeding the end time of a rental which was requested on the rental agreement will be charged for the extra time. Extra time will be charged in one-hour increments.

5. There will be no use of any type of tape or adhesive on the walls, doors or cabinets. Glitter and confetti are not permitted.

6. No decorative open flames permitted (i.e. tea light candles). Battery operated alternatives acceptable.

7. Tables, chairs and other surfaces must be protected if an activity may damage or stain them. The renter is responsible for any extra cleaning or damage.

8. Renters will be responsible for removing all debris from the floors, tables, chairs, counters, waste receptacles, shelves, microwave and sink.

9. Music must be kept at a volume that isn't intrusive to the neighbors, other renters or park guests. The Rental Host, on behalf of the Park District, reserves the right to ask the renter to lower the volume or discontinue the music. Outdoor music is prohibited.

10. Alcohol, other than beer and wine, is prohibited.

11. Certificates of Insurance are required from all vendors that will be at the rental. The Certificate of Insurance must verify $1,000,000 minimum general liability insurance naming Wood Dale Park District (111 E. Foster Ave, Wood Dale, IL 60191) as additional insured.

12. No beer or wine to be consumed by anyone under the age of 21. If the Rental Host suspects that people underage are drinking or any of the guests are participating in dangerous or illegal activities the Wood Dale Police may be called.

13. If a rental serves alcohol without a Beer and Wine Permit or participates in any other dangerous or illegal activity, the rental will be terminated, and all fees forfeited.

14. Anyone drinking in excess or acting in a manner that is unsafe for themselves or others may be asked to leave the property by the Party Host, or the Police may be called.

15. The Rental Host has the right to stop any activity that is identified as unsafe or inappropriate.

16. Renter shall be responsible for and will pay for any damage to the park district property arising out of the use of the said facility (ies) pursuant to this Agreement.

By signing this, I agree to the Rental Agreement

_____	_____	_____
Renter's Signature	*Renter's Name Printed*	*Date*

HOLD HARMLESS AGREEMENT

I/We _____, agree to hold harmless the Wood Dale Park District, the Board of Commissioners, its members, and employees; and defend at our/my own expense all claims for damage to property, equipment and persons, including medical expenses for injuries incurred and arising incidental to the use of The Woodlands at White Oaks Park. It being further understood and agreed that the Wood Dale Park District assumes no obligation or responsibility in connection with the use of the facility. I/We further agree to assume all cost of damage to the building and/or contents during the period of our authorized use of the facilities and as a result of such use of the building and/or contents.

_____ _____

Date *Signature of person responsible for rental*

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in this program/activity, you will be assuming the risk, legal liability, warning, and releasing all claims for injuries, damages or loss which you or your minor/child might sustain as a result of participation in any and all activities connected with and associated with this program/activity.

I recognize and acknowledge that there are certain risks of physical injury associated with participating in this program/activity and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity, that I or my minor child may sustain as a result of participating in any and all activities connected with and associated with this program/activity.

I do hereby fully release and forever discharge the District from any and all claims for injuries, damages, or loss that I or my minor child may have or may have accrue to me or my minor child and arising out of, connected with, or in any way associated with this program/activity.

I have read and fully understand the above information, warning of risk, assumption of risk, and waiver and release of all claims. If registering on-time or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

_____ _____

Date *Signature of person responsible for rental*