



The Woodlands at White Oaks, 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, will serve 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.

Reservations can be made Monday - Sunday between 6:00 am - midnight. Please see back page for more information on rental options and details.

## ROOM OPTIONS

### **Hickory Room (Large Gathering Space)**

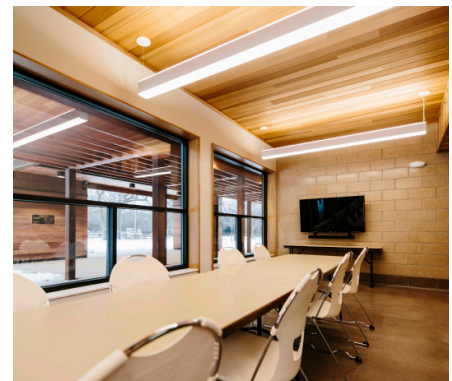
Featuring 18' foot ceilings as well as floor to ceiling windows facing the beautiful serenity of the park, natural wood, state-of-the-art lighting and a large temperature-regulating fan, the Hickory Room provides a cozy, comfortable atmosphere for any gathering. A kitchenette with ample counter space perfect for serving food and beverages, a microwave, refrigerator, and dishwasher are available to the renter. Six-foot tables and chairs are included in the rental, with set-ups available in banquet and theatre style.

### **The Meadowview Pavilion (Outdoor Patio)**

The Meadowview Pavilion is the gorgeous outdoor space with 18' foot 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.

### **The Winnebago Room (Meeting Room)**

The Winnebago Room is the smallest room in the building and is perfect for meetings or small group gatherings. This conference-type room can accommodate up to twelve (12) guests and may be rented independently or may be used with a Hickory Room rental. A 55-inch television monitor is available for presentations and trainings, or to provide an area for guests to congregate and catch a movie or play a game. The television is equipped with YouTube or renters may use a HDMI-device for alternative streaming purposes.





**PACKAGE OPTIONS**

Room Rentals	Price	Hourly Minimum	Security Deposit
Meadowview Pavilion	\$30/hour (R) \$40/hour (NR)	Two Hours	\$50
Winnebago Room	\$30/hour (R) \$40/hour (NR)	Two Hours	\$50
Hickory Room, Meadowview Pavilion, and Winnebago Room	\$85/hour (R) \$125/hour (NR)	Three Hours	\$50

Outdoor Amenity Rentals	Price	Hourly Minimum	Security Deposit
Gazebo	\$15/hour (R) \$20/hour (NR)	One Hour	\$50
Bags*	\$5/hour (R) \$10/hour (NR)	One Hour	\$50
Bocce Ball*	\$5/hour (R) \$10/hour (NR)	One Hour	\$50
Campfire Ring	\$15/hour (R) \$20/hour (NR)	One Hour	\$50
Camp Site with Campfire Ring**	\$35/hour (R) \$45/hour (NR)	Three Hours	\$50

\*Bags and Bocce Ball equipment is available upon request  
\*\*Camp Site only available to specific community groups/organizations

Additional Fees	Price
***Beer and Wine Permit	Prices vary please visit <a href="https://www.theeventhelper.com/">https://www.theeventhelper.com/</a>
***Beer and Wine Facility Fee	\$100
Linen Table Cloths	\$18 per table cloth (colors available)
Extra Picnic Tables	\$3 (All rentals come with 6 tables to seat 48 people)

\*\*\*Both permit and \$100 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 cancelled 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 and receipt of payment 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.*



RENTAL APPLICATION

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ E-mail: \_\_\_\_\_

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 \_\_\_\_\_:\_\_\_\_\_
(30 minute set-up and 30 minute clean-up time are included free of charge)

RENTAL DETAILS

Name of Room(s) Rented: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Amenity Rental(s): \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Will you have beer or wine at your rental?  Yes  No

Will you be purchasing Linen Table Cloths?  Yes  No If so, what color: \_\_\_\_\_

FOR OFFICE USE

Name of Room Rental: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Amenity Rental(s): \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Will you having beer of wine at your rental?  Yes  No

Will you be purchasing Linen Table Cloths?  Yes  No If so, what color: \_\_\_\_\_



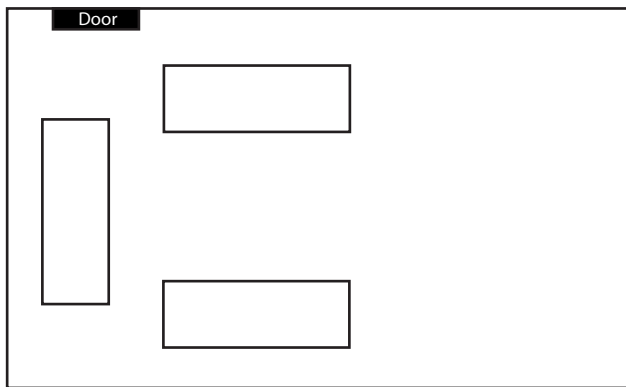
**FACILITY SET-UP FORM**

Approximate Number of Guests: \_\_\_\_\_

Do you need tables for food, dessert table, gift table, etc.? **Yes**  **No**  **If so, how many:** \_\_\_\_\_

Check mark your preferred set-up option below:

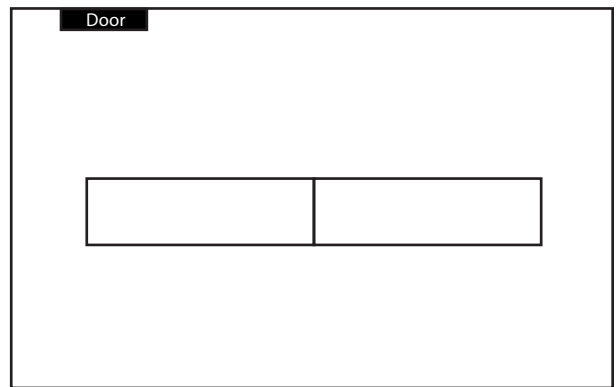
**Winnebago Room Option 1**  
**Room Dimension: 16' x 9'**



Would you like chairs at these tables?  **Yes**  **No**  
Tables fit 6 chairs per table depending on set-up

If so, how many: \_\_\_\_\_

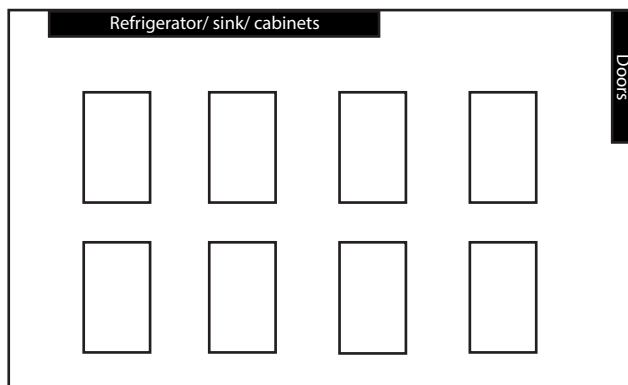
**Winnebago Room Option 2**  
**Room Dimension: 16' x 9'**



Would you like chairs at these tables?  **Yes**  **No**  
Tables fit 6 chairs per table depending on set-up

If so, how many: \_\_\_\_\_

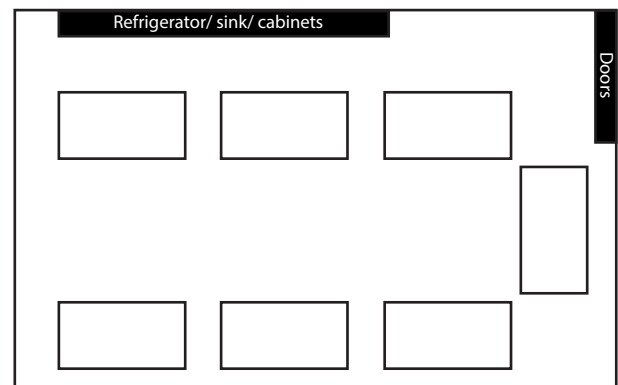
**Hickory Room Option 1**  
**Room Dimension: 36' x 24'**



Would you like chairs at these tables?  **Yes**  **No**  
Tables fit 6 chairs per table depending on set-up

If so, how many: \_\_\_\_\_

**Hickory Room Option 2**  
**Room Dimension: 36' x 24'**



Would you like chairs at these tables?  **Yes**  **No**  
Tables fit 6 chairs per table depending on set-up

If so, how many: \_\_\_\_\_



**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. Full payment of balance is due seven (7) days prior to rental date
3. 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
4. Rentals include 30 minutes of set-up and 30 minutes of clean-up. Additional set-up, take-down and clean -up time should be included in the rental time.
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.
6. There will be no use of any type of tape or adhesive on the walls, doors or cabinets.
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.
10. Alcohol, other than beer and wine, is prohibited.
11. Certificates of Insurance are required from all vendors that will be at the rental
12. Alcohol must not 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 and the Wood Dale Police may be called.
13. If a rental serves alcohol without a Beer and Wine Permit issued by the Park District, 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

**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 Commissions, it's 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 Recreation Complex. 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 ASSUPTION OF RISK**

Please read this form carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and warning and releasing all claims for injuries, damages or loss which you or your minor child/ward 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/ward may sustain as a result of participating in any and all activities connected with and associated with this program/activity. I further agree to waive and relinquish all claims I or my minor child/ward may have or which may accrue to me and/or my minor child/ward as a result participation in 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/ward may have or may accrue to me or my minor child/ward 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-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

**By signing this, I agree to the Hold Harmless Agreement**

\_\_\_\_\_  
*Renter's Signature*

\_\_\_\_\_  
*Renter's Name Printed*

\_\_\_\_\_  
*Date*