

CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



Park Facilities Rental Agreement

Thank you for reserving a City of Galena park facility. The City of Galena requires a permit for reserving and securing exclusive use of facilities, such as pavilions and gazebos, located in City parks. By applying for, paying for, and receiving a permit to reserve a park facility, the user agrees to the following terms and conditions:

1. Alcoholic Beverages: Alcoholic beverages are permitted in Galena parks; however, no glass bottles are permitted. Individuals should take all necessary precautions if alcoholic beverages are being consumed at the event. The City of Galena does not assume any responsibility for injuries arising out of any events not sponsored by the City. Dram shop insurance is required if alcoholic beverages are supplied or served by one party to others. Dram shop insurance is not required for individuals carrying in alcoholic beverages for their own consumption. Please see attached Gatherguard information.
2. Clean-up: Each user, whether organization, group or individual, shall be responsible for leaving the park facilities in a condition commensurate with the condition at the time use began. Judgment as to both the before and after condition shall be at the sole discretion of the City of Galena. The user shall be initially responsible for all clean-up activities. If the clean-up activities are not sufficient, and the user refuses or neglects to initiate and/or complete the clean-up activities after being notified to do so by the City of Galena, the City will conduct clean-up activities and will charge a fee of \$30.00 per employee hour for all such activities.
3. Music: The volume of music should be kept at the minimum needed to entertain the user while not disturbing other parties. Music audible beyond the confines of the park is not permitted after 10:00 p.m. on Friday and Saturday and 9:00 p.m. on Sunday – Thursday. Amplified live music requires City Council approval and may be subject to special time restrictions if approved.
4. Inflatable Equipment. Inflatable equipment, such as bounce houses, slides, and obstacle courses are not permitted in City parks.
5. Payment: The City of Galena requires payment of the full rental fee in order to confirm your reservation. The full rental amount is due not less than thirty (30) calendar days prior to your event date. If you cancel, you must inform the City at least thirty (30) calendar days prior to your event date to assure a full refund of the rental fee.
6. Display of Permit: The enclosed permit must be displayed at the reserved facility for the duration of the event.

7. Use of Event Tents: The placement of a tent requiring anchoring in the ground in any of the parks requires a \$250 rental fee and a \$250 damage deposit. The damage deposit will be returned within 30 days after the event once a determination is made that no damage has occurred to City facilities. In the event of excessive damage additional fees may be assessed to bring the facilities to pre-use conditions. These fees will be charged based upon the actual costs. Tents may be setup not more than 24 hours in advance of the rental date if the facility is not reserved by another party. Utility locates must be ordered by the City and performed prior the installation of tents requiring in-ground anchors. The facility user must notify the City not less than 10 days prior to the date of the event if in-ground anchors will be utilized.
8. Liability: The City of Galena shall not, in any event be liable for any injury or damage to any property or person occurring on or near the City's premises, or for any injury or damage to the premises or to any property of the user or of any other person. The user hereby agrees to indemnify and hold the City of Galena harmless from and against any and all liabilities, losses, damages, suits, penalties, claims and demands of every kind or nature, including reasonable counsel fees, by or on behalf of any person, party or governmental authority whatsoever, arising out of any incident, injury or damage that shall happen in, upon or about the City of Galena premises during the period of use.

Please Note: By accepting the enclosed park facility reservation permit, the user designated on the permit agrees to and accepts the terms of this agreement.

User Name: _____ **User Organization:** _____

Phone Number: _____ **Email Address:** _____

Park Facility: _____

Use Date(s): _____

Fee Paid: _____

Signature: _____

City of Galena Use Only: **Permit Issued By:** _____ **Date:** _____