



BUFFALO
GROVE
PARK
DISTRICT

Spray 'N Play Facility Rental Application

• Please read the information attached to this form. Complete this contract, being sure to sign and date it. Applications are accepted through HelloSign, fax, mail, drop-off, or in-person at the Alcott Center, 530 Bernard Drive, Buffalo Grove, IL 60089.

- Submission of this form with payment to the Park District office does not mean that your rental has been scheduled or approved. You will receive an email confirmation once your reservation has been completed. Do not make any arrangements for your party until you receive the confirmation.
- If you cancel your rental for any reason, you will be refunded 50% of the total rental fee. If you wish to reschedule your rental for another time within the same season, you may do so at no additional charge and no loss of past payment.

Initial: _____

- You are responsible for cleaning the area prior to departure. If the area is not left in clean condition, you will be subject to a \$25 fine that will be charged to the credit card on this form. If you are still in the facility after the time of closing, you will be charged a \$50 fine for staff costs to the credit card on this form. Please be prompt in your arrival and departure times to avoid loss in rental time and consequential fees.

Initial: _____

- Please submit your final headcount one week prior to your rental to jenn@bgparks.org.

Name (Individual/Contact Person) _____ Date of Birth _____

Name of Organization _____

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address (required) _____ Date Submitted _____

Rental Information

Availability is Saturday and Sundays from 10 am - 12 pm

First Choice: _____ Second Choice: _____ Estimated Headcount: _____

Rental Choices

- ☐ Ultimate Rental - Whole facility, includes all canopies
- ☐ Splash Bash Rental - Select one canopy* ☐ Red ☐ Blue
- ☐ Mini Splash Bash Rental - Green Canopy only
- ☐ Party Deck Rental (Public Hours) - ☐ 12:30 - 2:30 pm ☐ 3 - 5 pm ☐ 5:30 - 7 pm

In District	Out of District
\$400	\$500
\$225	\$280
\$195	\$240
\$175/\$125	\$215/\$155

*Canopy preferences are not guaranteed

All rentals are subject to availability. Fees must be paid in full and accompany this rental form.

Buffalo Grove Park District Spray 'N Play • 951 McHenry Road • Buffalo Grove, Illinois 60089
Reservations 847.850.2180 • Spray 'N Play 847.793.0570 • Fax 847.459.5741

Ultimate Party - Exclusive Use Rental

The Ultimate Party renter has exclusive use of the facility for up to 180 guests for two full hours.

Splash Bash Party - Semi-Private Rental

Splash Bash rentals may be scheduled with an additional two renters for two hours. Splash Bash parties are limited to 65 initial guests. Any guests over the original 65 must pay an entrance fee of \$4 per person, space permitting.

Mini Splash Bash Party - Semi-Private Rental

Mini Splash Bash rentals may be scheduled with an additional two renters for two hours. Mini Splash Bash rentals have seating for 38 individuals but can accommodate 50 people with some room for standing. Any guests over the original 50 must pay an entrance fee of \$4 per person, space permitting.

Party Deck Rental - During Regular Hours

Party Deck Rentals are during public hours, with sole use of the red canopy. The fee includes admission for up to 65 guests for two hours (12:30 - 2:30 pm, 3 - 5 pm or 5:30 - 7 pm). Any guests over the original 65 must pay an entrance fee of \$4 per person.

Please Note - The Park District does not supply any party amenities for these rentals. We have minimal refrigerator and freezer space available, and therefore renters should not anticipate being able to use/store their food/beverages on-site. Because of this we encourage outside catering. ADA accessible tables are available under all canopies. Reminder: Canopy colors are subject to change without notice.

Weather Policy

Notification of rental cancellation due to inclement weather will be made no sooner than 12 hours and no later than 2 hours prior to event. If weather does not allow us to open for your party, there are three options you can take.

1. The first option is to reschedule the party to a later date, pending availability.
2. The second option would entail receiving a 100% refund if the Spray 'N Play closes due to weather. We do not cancel for rain; however, low temperatures (below 70°) and thunderstorms may require the facility to close. It is the discretion of the Buffalo Grove Park District whether a rental may be canceled due to hard rain.
3. The third option is to have the birthday party at the Alcott Center the day of the event, pending availability. Certain packages are available at no additional cost. More advanced packages may be available but will be subject to additional fees. Details of this option are included on page 5.

Any cancellations will be made by phone so please provide the best number to reach you on the rental form. In the event of an emergency outside of normal business hours, you can email the Aquatics Facilities Supervisor, Jenn Foreman, at jenn@bgparks.org or contact the Spray 'N Play Weather Hotline at 847.235.6857 extension 2.

Rules

1. Children who are under the age of 12 must be accompanied by someone 16 years or older.
2. No pets are allowed within the facility.
3. No person suffering from any contagious disease or infectious condition shall be allowed to enter the facility.
4. Tobacco and alcohol are not permitted anywhere in or around the facility, including the parking lot.
5. Food and drink are restricted to designated areas only. Grilling and/or glass materials are not allowed in the Spray 'N Play or surrounding park areas. This includes tabletop grill systems as well.
6. Personal conduct within the pool facility must be such that the safety of self and others are not jeopardized. No running or boisterous and rough play.
7. People in street shoes and other spectators are not allowed in the wet areas of the facility.
8. Spitting, spouting of water, blowing the nose or otherwise introducing contaminants is not permitted in the wet area.
9. Weapons or other materials that might create hazardous conditions or interfere with the efficient operation of the Spray 'N Play will not be permitted.

10. The staff of the Spray 'N Play is responsible for enforcing safety rules and responding to emergencies. Parents and guardians are responsible for the supervision of their children.
11. The Spray 'N Play Manager has the authority to implement and enforce rules that supplement or are more stringent than those listed here.

Rental Agreement Terms and Conditions

1. Renter shall have the use of the facility for the date(s) and time(s) stated herein, and subject to the facility rental fee as provided herein.
2. Renter shall fully comply with all Buffalo Grove Park District rules, regulations, and ordinances in connection with the use of the facility.
3. Renter shall fully comply with the attached Pool Rules & Regulations.
4. The Buffalo Grove Park District reserves the right to amend the rental rules, as needed, to serve the best interests of the Park District.
5. Renter is solely responsible for the actions of any member of Renter's group and shall provide adequate adult supervision (age 16 or older) of Renter's group at all times.
6. The Buffalo Grove Park District shall provide staff during Renter's use of the facility. Renter fully understands and agrees that staff is not responsible for supervising Renter's group. Staff is responsible for enforcing rules and regulations and responding to emergencies.
7. Renter is solely responsible for the safety and security of any property brought to the facility. The Buffalo Grove Park District is not responsible for lost, stolen or damaged personal items.
8. The Buffalo Grove Park District retains the right to conduct an audit of the group's numbers during the Renter's use of the facility. If there are more participants in the group than has been contracted, the group contact on site must sign off on a record sheet describing the discrepancy. The Renter shall be responsible for all additional charges and fees associated with the discrepancy and shall be billed for the additional amount.
9. The Buffalo Grove Park District retains the right to cancel this agreement at any time and for any reason, including, but not limited to inclement weather, misconduct of the Renter (or any member of Renter's group) or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the Renter has breached any of its obligations under this Agreement. Future rentals may not be issued to Renter.
10. Renter agrees to protect, indemnify, save, defend, and hold harmless the Buffalo Grove Park District, including its officers, officials, employees, agents and volunteers (collectively "Park District") from and against any and all liabilities, obligations, claims, damages, causes of action, costs and expenses, (including reasonable attorney fees) which the Park District may become obligated by reason of any accident or injury (including death by drowning) arising indirectly or directly in connection with or under this use agreement, whether such loss, damage, injury or liability is contributed to by the negligence of the Buffalo Grove Park District or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever.
11. In the event of cancellation by Renter, 50% of the rental fee shall be forfeited unless rescheduled within the same season.
12. This agreement must be signed by an authorized agent or representative of Renter, age 21 or older.

Waiver and Release of All Claims

I/We, the undersigned, hereby certify that I am/we are the sponsor(s) or appointed representatives of the organization requesting use of the facility. I/we will be responsible for the conduct and personal injury of all persons in attendance at the facility stated above. I/We hereby assume liability for any injuries, damages, or loss to the facility, equipment, and/or Buffalo Grove Park District personnel or representatives during this time and place. It is fully understood and agreed to by all parties that the sponsoring organization guarantees to indemnify and hold harmless the Buffalo Grove Park District, its public officials, employees, volunteers and agents against any and all suits of any manner which might arise as a result of the covered activities and that the sponsoring organization agrees to defend said Park District, its public officials, employees, volunteers and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity or any damages, judgments or decree which might be awarded against said District in the event that the suit should be brought as the result of the covered activity(ies), including transportation services as identified above. I have read the general rules and regulations and I understand that failure to comply with any or all rules will result in revocation of use request and damage deposit, and may also result in refusal of future use. Photo Disclaimer: Registrants and participants of programs and special events permits the Park District to take photos and videos of themselves and their child/ward for publication in the program brochure, website, social media and additional uses as the Park District deems necessary unless the registrant or participant expressively files with the Park District a written objection as to photos or videos of themselves and/or their child/ward. I have read and agree to all the above conditions for a Buffalo Grove Park District Rental.

Printed Name _____ Signature _____ Date _____

Payment Information

Due to internet security precautions, this payment form is only accepted through HelloSign, fax, mail, or in-person. Credit card information is not accepted via email. Credit card information must be included to cover incidentals.

Visa/MasterCard/Discover/AMEX _____ Expiration Date _____ CVV # _____

Authorized Signature _____ Date _____

Office Use Only

Cash _____ Check# _____ Received by _____ Date _____

Date Reservation was Approved by Aquatics Staff

Rental #

Receipt #

Area Left Clean ☐ Yes ☐ No

Rental Completion on Time ☐ Yes ☐ No

Final Headcount _____

Spray 'N Play Manager

Signature of Applicant

Cancellations

☐ 100% ☐ 50% By _____ Date _____

Rental Refund: \$ _____

Reason: ☐ Thunderstorm ☐ Low Temperature

☐ Hard Rain

Reschedule: ☐ Yes ☐ No Date Requested: _____

Alcott: ☐ Room Rental ☐ Basic Party ☐ Specialty Party

☐ Other: _____



BUFFALO
GROVE
PARK
DISTRICT

SPRAY 'N PLAY FACILITY RENTALS

INCLEMENT WEATHER OPTIONS

Name (Individual/Contact Person)_____ Date Submitted_____

Home Phone_____ Cell Phone_____

Email Address_____

Birthday Child: _____ Age: _____ Date & Time: _____

Estimated headcount: Adults:_____ Kids:_____

If inclement weather causes my party to be canceled, I would like to:

- ☐ Move the Party Indoors to the Alcott Center
- ☐ Receive a Full Refund Please
- ☐ Reschedule to a Later Date (if available)

If I choose to move my party indoors, I would like this kind of party (check all that interest you):

- ☐ Room Rental *(you will run your own party).*
- ☐ Sports and Games in the Gym.
- ☐ Superhero Carnival Games and Activities.
- ☐ Princess Carnival Games and Activities.
- ☐ Cooking Projects *(ranging from making your own pizza to decorating cupcakes).*
- ☐ Magic Performance by Gary Kantor *(additional costs for Splash Bashes & Party Decks).*
- ☐ Musical Performance by Rock It Kids (Kid Rock) *(additional costs for Splash Bashes & Party Decks).*

Comments:

Party package would include all set-up/clean-up, activities/entertainment, paper goods (table covers, cake plates, napkins and plastic silverware) for the kids for cake and a party assistant to help you during the party. Party options are subject to availability. Please email Carol Verzani with questions about the party options at cverzani@bgparks.org.

Please note: *This Inclement Weather option is a back-up as a courtesy to our renters. Your preferences listed here are to help us prepare for a possible indoor party. You are not locked into these options and you can change your mind at any time until a contract has been signed with Carol. Just a reminder, party cancellations due to weather will not be made sooner than 12 hours and no later than 2 hours prior to event.*