

THE CITY OF LAKE FOREST ELAWA FARM FACILITY RESERVATION APPLICATION

1. Event/Activity Name: _____ Date of Request: _____

2. Event Date(s): _____ 3. Estimated Number of Participants: _____ 4. Estimated Number of Vehicles: _____

5. Location(s) of event (See Exhibit A for Room Names): _____

6. Will event include serving alcohol? _____ If yes, a liquor license needs to be obtained from the City Clerk and attached.

7. Will the event require a tent? _____ If yes, approval is needed the Fire Prevention Bureau, Parks Department and Office of the City Manager. An on-site meeting is required 7-business days prior to the tent installation date.

8. Set-Up Start Time: _____ Start Time: _____ End Time: _____ Tear Down End Time: _____

9. Sponsoring Organization/Applicant: _____

(Street Address)

(City, State & Zip Code)

10. Contact Person: _____ Phone Number: _____
(Name)

(Street Address) Fax Number: _____

(City, State & Zip Code) Email address: _____

11. Purpose of Event: _____

12. Benefit to/connection with the Community: _____

13. Inclement Weather Plan (if or a portion of which is outdoors): _____

14. Parking Plan: _____

Fees

Room(s) \$ _____ Deposit \$ _____ Event Attendant Fee \$ _____
Cleaning Service Fee \$ _____ Nuisance Fee \$ _____ Equipment & Resources \$ _____ Total \$ _____

CONDITIONS, LIABILITY WAIVER, & HOLD HARMLESS AGREEMENT

1. Conditions:

The undersigned hereby makes application for permission to hold an event/activity at Elawa Farm in The City of Lake Forest. It is understood that all City ordinances and codes shall be adhered to, and that any violation of a City Ordinance, Code, or State Statute shall be grounds for automatic revocation of this permit. It is further understood that this permit shall be void if the applicant does not comply with all requirements specified by the Office of the City Manager, as part of the approval process.

2. Release from Liability:

By signing this Application, the undersigned agrees on behalf of him of herself and the Applicant that the Applicant hereby agrees to waive and relinquish any and all claims the Applicant or its officers, employees, owners, agents, or representatives (the "Applicant Parties") may have arising out of, connected with, or in any way associated with the activities of the special event. The Applicant for the Applicant Parties fully releases and discharges The City of Lake Forest, its officers, agents, and employees from any and all claims from injuries, including death, damage, or loss which the Applicant Parties may have, or which may occur in connection with the event/activity.

3. Indemnity & Defense:

By signing this Application, the undersigned agrees on behalf of him of herself and the Applicant that the Applicant hereby agrees to indemnify, hold harmless, and defend The City of Lake Forest, its officers, agents, and employees from any and all claims from injuries, including death, damages and losses sustained by the Applicant Parties, or any other person connected with, or in any way associated with the activities of the event/activity.

Signature of Applicant: _____ Date: _____

ELAWA FARM FACILITY RESERVATION EQUIPMENT & RESOURCES FEE SCHEDULE

CITY EQUIPMENT & RESOURCES

<u>Item</u>	<u>Fee</u>	<u>Number Requested</u>	<u>Total Fee</u>
<u>PUBLIC SAFETY</u>			
Police Officer	\$67.00 per officer, per hour	_____	_____
Firefighter/Paramedic	\$64.00 per officer, per hour	_____	_____
Police & Fire Vehicles	\$105.00 per vehicle, per event	_____	_____
*No Parking Signs	\$5.00 deposit per sign	_____	_____
*Event organizer is responsible for set-up & removal of "No Parking" Signs. Upon return of undamaged signs, the event organizer will be returned their "No Parking" Sign deposit.			
<u>PUBLIC WORKS / STREETS</u>			
Barricades (1-10)	\$40.00	_____	_____
Bleacher (1)	\$70.00 (Keep in park) \$135.00 (Move to other location)	_____	_____
Litter Barrels (1-6)	\$45.00	_____	_____
(7-12)	\$55.00	_____	_____
Picnic Tables (1-4)	\$150.00	_____	_____
(5-10)	\$245.00	_____	_____
Grills	\$85.00 (propane/charcoal extra)	_____	_____

Please note: Additional requests will be billed based on time and material. Maintenance worker fee \$56.00 per hour.

<u>Additional Items</u>	<u>Fee</u>	<u>Number Requested</u>	<u>Total Fee</u>
_____	_____	_____	_____
_____	_____	_____	_____

Grand Total \$ _____

Please note: Upon inspection of undamaged grounds, the event organizer will be returned the balance of their deposit after all payments have been received by the City.

The City reserves the right to require that a certain number of police officers and firefighter/paramedics attend the special event, and reserves the right to bill the event organizer accordingly. The City also reserves the right to require that a certain amount of City equipment, such as barricades or litter barrels be required for the special event, and reserves the right to bill the event organizer accordingly.

Comments:



ELAWA FARM FACILITY USE REGULATIONS

Reservation Process

1. Reservation application forms, for the use of space at Elawa Farm, are available at the Lake Forest City Hall, 220 E. Deerpath, and online at www.cityoflakeforest.com.
 - **For additional information on the spaces, please contact Shelley Walker at City Hall, 220 E. Deerpath: 847.810.3675.**
 - **To reserve the shelter at Elawa Farm Park, please contact the Recreation Department, 400 Hastings Road: 847.234.6700.**
2. No reservation application will be considered until a fully completed application form and deposit is submitted. An application should be filed at least 21 business days before the proposed use. A reservation application does not ensure the applicant of the use of the desired space or any space until a license agreement has been fully executed by the applicant and the City.
3. Confirmation of the reservation will ordinarily be provided within fourteen (14) business days of receipt of the completed application and deposit. If the application is incomplete, deposit not received, or if additional information or processes (i.e, Special Event Process) is required, the applicant (or the applicant's designated representative) will be advised by a representative from the Office of the City Manager.

Guidelines

1. When considering any application for reserving space at Elawa Farm, the City will give priority to Elawa Farm tenants and Lake Forest applicants and organizations, and particularly such organizations whose purposes and activities are associated with current Farm operations, such as education, environmental, recreation, gardening, and general public park services. All other requests will be considered on a first-come, first-served basis, and may be required to go through the City's Special Event process for approval, depending on the nature of the event or activity.
2. The Elawa Farm facilities are available for activities and events seven (7) days per week from 8:00 a.m. until 11 p.m., The facilities must be restored and vacated by 11:30 p.m. unless otherwise approved as part of the reservation application or Special Event process (if applicable).
3. Cancellations will be accepted within 5 working days prior to the rental date. A \$50 cancellation fee will be charged for reservations cancelled within the time allowed. A penalty of one-fourth of the fees and deposits will be charged for cancellations of less than 5 working

days.

4. Any event or activity with amplified music or sound, whether live, provided by a D.J. or otherwise, must be pre-approved as part of the reservation application or Special Event process (if applicable). All amplified music or sound must end by 10:30 p.m., and the facilities vacated by 11:30 p.m. as stated in Guideline 2 above.
5. An Event Attendant is required at the expense of the event organizer as determined by City staff. The Attendant will unlock the facilities at the time designated in the license agreement as the Set-Up Time, will be on-site during the event, and will secure the facility after clean-up has taken place. The fee for the Event Attendant is \$25.00 per hour, which shall be deducted from the deposit.
6. The City reserves the right to require that police officers and firefighter/paramedics attend the event, and reserves the right to bill the applicant accordingly.
7. The event organizer and/or applicant is responsible for ALL event coordination, and must have a representative present at all times during the activity or event. Event coordination may include the following:
 - Staffing
 - Security (if required by City)
 - Notification to neighbors (if required by City)
 - Set-up, Tear-Down and Clean-Up
 - Restoration of facilities and grounds to their pre-event/activity condition (additional maintenance, if required, will be billed to the applicant)
 - Parking Coordination, Shuttling or other Arrangements (if required by City)
 - Other items or services required by the City as a condition of approval
8. Use of the facility prior to the rental period is not permitted unless authorized. The renter may enter the facility the night before the scheduled event to decorate if prior permission is obtained and no other functions scheduled. The renter will be charged one half of the full rental rate (if the facility is available) for early entry.
9. Cleaning service after the event is required at the expense of the event organizer at \$25.00 per hour, and shall be deducted from the deposit.
10. No sidewalk, entry, or driveway shall be obstructed or used for any purpose other than ingress and egress to and from the facilities.
11. Placement of any objects, including antennas, outdoor furniture, etc., in the parking areas, landscaped areas or other areas outside of the facilities, or on the roof of the buildings is prohibited, without first being granted permission in written form from the Office of the City Manager.
12. The use and location of tents are subject to approval from the Fire Prevention Bureau (FPB), Parks Department and Office of the City Manager. The reserving party must provide a floor plan to the FPB in addition to meeting on-site with a Parks Supervisor *at least* seven (7) business days prior to the tent installation date.
13. Except for seeing-eye dogs, and animals belonging to or associated with the Wildlife Discovery Center, no animals shall be allowed in or outside the facilities.
14. The event/activity shall not disturb the other occupants of the facilities, or adjoining buildings by the use of any radio or musical instrument or by the making of loud or improper noises.

- 15.** If the event or activity requires telegraphic, telephonic or other electric connections in the facilities, the City or its agent will direct the electrician as to where and how the wires may be introduced; and, without such direction, no boring or cutting of wires will be permitted. Any such installation or connection shall be made at the applicant's expense.
- 16.** The use and/or installation of any steam or gas engine or boiler, or other mechanical apparatus in or outside of the facilities is prohibited, unless expressly authorized in writing by the City Manager or the Manger's designee. The use of explosives or other articles deemed hazardous, including oil, gas or inflammable liquids for heating, lighting or any other purpose is expressly prohibited.
- 17.** Parking any type of recreational vehicles is specifically prohibited unless express permission is granted in written form from the Office of the City Manager. All parking will be open parking, and no reserved parking, numbering or lettering of individual spaces will be permitted except as specified by the City.
- 18.** The City reserves the right to exclude or expel from the facilities any person who, in the judgment of the City, is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do any unlawful act, is in violation of the City Code, or of these Guidelines.
- 19.** The City shall not be responsible for any loss of property, or for any damage done to the effects of Tenant by the City or any of its employees, agents or contractors.
- 20.** The event applicant and/or organizer shall give the City prompt notice of any defects in any facilities or other service equipment prior to the commencement of the event or activity.
- 21.** All trash must be kept in the trash enclosure areas. Renters are required to remove all personal belongings, decorations, trash and any other items to the trash receptacle site at the conclusion of the event. Renters are required to use recycling bins provided for all recyclable materials.
- 22.** Smoking is not permitted, and alcohol consumption is only allowed by permit. Alcohol permits can be applied for at City Hall and through the City Clerk, who can be reached at 847/810.3674. Alcoholic beverages are to be consumed within the building ONLY. No alcoholic beverages are to be consumed outside of the building unless authorized in advance.
- 23.** Event Organizers/Renters/Caterers using the Kitchen shall adhere to the "Kitchen Guidelines" attached hereto.
- 24.** The City reserves the right to require that a certain amount of equipment, such as litter barrels be required, and reserves the right to bill the applicant accordingly.
- 25.** The City reserves the right to require that the applicant complete a Special Event Application, and follow all regulations pursuant to Special Events if it is determined that the event may require significant equipment and resources from City departments, close the event location down to the general public from its regular use or significantly impact streets, sidewalks, parking lots or other public right-of-ways.
- 26.** The City reserves the right to require that proof of insurance, a restoration bond, or other requirements may be necessary if it is determined to be in the best interest of the health, safety and welfare of the City.

27. To the extent that these guidelines conflict with the terms of the license to use space at Elawa, the license terms shall control.

Rental Fees: Please see Exhibit A.

Deposit: Up to one half (1/2) of the rental fee.

Fee Waiver: Upon submittal and review of a letter of hardship, the Office of the City Manager reserves the right to waive or reduce any fee or charge except for the alcohol permit fee. The City Council reserves the right to waive or reduce all fees, including the alcohol permit fee.

Kitchen Guidelines

General operating procedures, location of supplies

1. **Washing hands:** The hand sink is the one located in the island. Hand washing soap and paper towels are located by the faucet. This may only be used as the hand sink per Lake County health department.
2. **Washing dishes:** The Wash/Rinse/Sanitize sinks are the three sinks under the glass-front cabinets. There are signs designating which sink is which. These may also be used as prep sinks. There is no disposal in this sink, so please catch and dispose of all items.
3. **Kitchen equipment, utensils, towels, and hot pads:** All existing equipment and utensils are for the use of Elawa only. Please bring your own.
4. **Ice:** Please bring your own ice and coolers for your ice. The Elawa freezer is not set up for multiple bags of ice.
5. **Meat:** Do not place raw meat products on the counters. If you are preparing raw meat products please use your own cutting boards on a stainless steel table.
6. **Garbage and recycling:** Two 13 gallon garbage cans are located on the far right side of the island in a pull-out drawer. Garbage bags are in the far right cabinet underneath the three sinks, if needed. A blue recycling bin is in the kitchen for co-mingled paper, cardboard, and plastic/glass/cans. Please recycle.

Cleaning and Leaving

1. Please do not leave any leftover food or drink. Take everything away with you.
2. Please remove your garbage when you leave. The trash enclosure area is right next to the parking lot behind the west buildings. The recycling area is located in the trash enclosure as well.
3. The granite counters should be washed down with soapy water. Stainless tables should be washed down with soapy water. The sinks should be washed with soapy water and dried.
4. The floor should be washed using the mop and mop bucket located in the men's bathroom closet. Please use only the mop and bucket labeled "Kitchen." Cleaner is located in this closet.

Please note that any deviance from these guidelines could result in loss of your deposit.

Thank you for taking care of Elawa Farm.