



# WINFIELD PARK DISTRICT

## Room Rental Alcohol Request

### Terms and Conditions

The following terms and conditions must be met anytime alcohol is being provided, served or consumed on Winfield Park District property. **Please wait until your Special Use Permit has been approved before you purchase insurance.**

- Renters must purchase liquor liability insurance and provide the Park District with a certificate of insurance naming the Winfield Park District as “Additional Insured”. Coverage must be in the amount that is at least equal to the maximum liability amount set out in the Illinois Liquor Control Act, 235 ILCS 5/ as well as general liability insurance on an occurrence basis with limits of at least \$1 million per occurrence and \$1 million in the aggregate. Certificate must be received by the Park District 7 days prior to the rental date. If the certificate is not received, then alcohol cannot be served.
  - **Liquor Liability Insurance can be purchased at [www.theeventhelper.com](http://www.theeventhelper.com)**
- Rentals requesting to serve alcohol must be booked a minimum of 4 weeks in advance.
- Alcohol consumption is limited to the physical space of the area being rented and is not allowed beyond the designated area.
- No one under the age of 21 is allowed to serve or consume alcohol. If the rental attendant observes that alcohol is being served or consumed by an individual that appears to be under the age of 21, they will request that the renter ask for and provide identification.
- Renters are responsible for the behavior of their guests. If a patron at the rental appears intoxicated or over the legal limit, the rental attendant will inform the renter to request that the patron not consume anymore alcohol and that the patron not drive home.
- Alcohol may not be sold on Park District property (a.k.a. cash bar).
- Alcohol may not be served or consumed prior to 11am or after 10:30pm.
- Renter is required to provide 2 BASSET Certified Alcohol Chaperones and provide the Park District with their names, addresses, birthdates, drivers license numbers, and proof of BASSET certification.
  - **Online training [www.illinoisbassetcertification.com](http://www.illinoisbassetcertification.com) , [www.statefoodsafety.com](http://www.statefoodsafety.com)**
- Renters using a catering service to provide and serve alcohol must provide the district with the catering business name, address, phone number, liquor license number and Certificate of Insurance.
- A refundable \$500 security/damage deposit is required for all rentals with alcohol. (\$200 room rental deposit, \$300 alcohol deposit)

Violation of these Terms and Conditions will result in the immediate cancellation of the rental, forfeiture of the rental fees, and potential retention of security deposit.

*I have read the Winfield Park District's Alcohol Terms and Conditions and agree to abide by them or risk forfeiture of our facility rental and/or security deposit. As authorized representative of the above-named group/organization, I hereby request the use of park facilities as indicated and agree to the fulfillment of regulations and payments governing the use of these facilities as outlined in the policies and guidelines. As authorized representative of above-named group/organization, I agree to personally coordinate and supervise the use of the facility to include set-up, deliveries, and cleanup.*

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SIGNATURE

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DATE