



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. Return or fax the completed contract and full payment to our office (credit card only) at 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 only 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.
- You are responsible for cleaning the area prior to departure. You are subject to a \$25 fine if the area is not left in clean condition upon arrival. In this circumstance, the credit card on this form will be charged.
- The facility closes at exactly 7 pm Monday through Saturday and 6 pm on Sunday. If you are still in the facility after the time of closing, you will be charged a \$50 fine due to staffing costs. Please be prompt in your arrival and departure times to avoid a loss in rental times and consequential fees. In this circumstance, the credit card on this form will be charged.
- Please submit your final headcount one week prior to your rental. You can email this headcount to SNP@bgparks.org.
- **New:** We are now offering weather back-up options at the Alcott Center. See the weather section below for details.

Name (Individual/Contact Person) \_\_\_\_\_ Date Submitted \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address (required) \_\_\_\_\_

### Rental Information

Date Requested (one date per form) \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

Estimated Headcount \_\_\_\_\_

### Rental Choices

- Ultimate Rental - Whole facility, includes all canopies \$350
- Splash Bash Rental - Select one canopy\*  Red  Blue \$200 \*Canopy preferences are not guaranteed
- Mini Splash Bash Rental - Green Canopy only \$175
- Party Deck Rental (Public Hours) - Red Canopy only \$175

### Available Times

Ultimate Party Rentals	Saturday 10 am - 12 pm, Sunday 10 am - 12 pm and 6 - 8 pm
Splash Bash & Mini Splash Bash Rentals	Saturday 10 am - 12 pm, Sunday 10 am - 12 pm and 6 - 8 pm
Party Deck Rentals	Monday - Friday 10 am - 7 pm, Saturday 12 pm - 7 pm, Sunday 12 pm - 6 pm

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

### **Fee/Rental Descriptions**

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

#### **Ultimate Party - Exclusive Use Rental: \$350**

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: \$200**

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 \$2 per person.

#### **Mini Splash Bash Party - Semi-Private Rental: \$175**

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 \$2 per person.

#### **Party Deck Rental - During Regular Hours: \$175**

Shared time with general admission guests. This fee includes admission for up to 65 guests for two hours. Any guests over the original 65 must pay an entrance fee of \$2 per person.

#### **Non-Resident Surcharge - \$30**

Non Buffalo Grove/Arlington Heights residents must pay this fee for Ultimate, Splash Bash (inc. mini) and Party Deck rentals.

**Please Note** - The park district does not supply any party amenities for these rentals. The renter should supply all goods and supplies for their party. We have minimal refrigerator and freezer space available, but we encourage outside catering. ADA accessible tables are available under all canopies upon request. 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 prior to event. If weather does not allow us to open for your party, there are three options you can take.

1. One 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 the last page.
2. A second option is to reschedule the party to a later date, pending availability.
3. The third 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 Aquatics Supervisor whether a rental may be canceled due to hard rain.

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 Supervisor, Dani Hoefle, at [dani@bgparks.org](mailto:dani@bgparks.org) or contact the Buffalo Grove Fitness Center at 847.353.7500 for assistance.

## Rules

1. No pets are allowed within the facility.
2. No person suffering from any contagious disease or infectious condition shall be allowed to enter the facility.
3. Tobacco and alcohol are not permitted anywhere in or around the facility, including the parking lot.
4. 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.
5. 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.
6. People in street shoes and other spectators are not allowed in the wet areas of the facility.
7. Spitting, spouting of water, blowing the nose or otherwise introducing contaminants is not permitted in the wet area.
8. Weapons or other materials that might create hazardous conditions or interfere with the efficient operation of the Spray 'N Play will not be permitted.
9. 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.
10. 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.
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, the deposit required herein shall be forfeited.
12. This rental agreement may be revoked at any time at the discretion of the Buffalo Grove Park District due to misrepresentation of Renter, the misconduct of individuals in the group or for misuse of property. Future rentals may not be issued to Renter.
13. This agreement must be signed by an authorized agent or representative of Renter, age 21 or older.

**Waiver and Release of All Claims**

Please read this form carefully and be aware that in registering yourself or your minor child/ward for participation in Buffalo Grove Park District programs, you will be waiving and releasing all claims for injuries you or your child/ward might sustain arising out of said programs.

I recognize and acknowledge that there are certain risks of physical injury to participants in the program(s), including transportation services, for which I have registered and I agree to assume the full risk of any such injuries, damages or loss, regardless of severity, which I or my child/ward may sustain as a result of participating in any activities connected or associated with any such program(s), including transportation services. I waive and relinquish all claims I or my child/ward may have against the Park District and its officers, agents, servants and employees as a result of participation in any of these program(s), including transportation services. I hereby fully release and discharge the Park District and its officers, agents, servants and employees from any and all claims from injuries, damage or loss which I or my child/ward may have or which may accrue to me or my child/ward on account of my participation or the participation of my child/ward in any of these program(s), including transportation services. I further agree to indemnify and hold harmless and defend the Park District and its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me or by my child/ward, and arising out, connected with, or in any way associated with the activities of any of the program(s), including transportation services. 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 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 Room Rental.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Information**

Visa/MasterCard/Discover/AMEX \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV# \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Total \_\_\_\_\_

## Office Use Only

\_\_\_\_\_  
Date Reservation was Approved by BGPD Staff

\_\_\_\_\_  
Rental #

\_\_\_\_\_  
Receipt #

Area Left Clean  Yes  No

Rental Completion on Time  Yes  No

Final Headcount \_\_\_\_\_

#of Additional Guests \_\_\_ X \$2/per guest = \_\_\_\_\_

Additional Fee Charged \_\_\_\_\_

Total \$ \_\_\_\_\_

\_\_\_\_\_  
Spray 'N Play Manager

\_\_\_\_\_  
Signature of Applicant

Fee Paid \_\_\_\_\_ Cash/Check# \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_

## Cancellations

Weather: Thunderstorm  Low Temperature  Hard Rain  Refund:  100%  50% By \_\_\_\_\_ Date \_\_\_\_\_

Reschedule:  Yes  No Date Requested: \_\_\_\_\_ Alcott:  Room Rental  Basic Party  Specialty Party

Other: \_\_\_\_\_ Additional Payment: \$ \_\_\_\_\_ Rental Refund: \$ \_\_\_\_\_

\_\_\_\_\_  
Notes: \_\_\_\_\_

\_\_\_\_\_



BUFFALO  
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# SPRAY 'N PLAY FACILITY RENTALS

## *INCLEMENT WEATHER OPTIONS*

Name (Individual/Contact Person) \_\_\_\_\_ Date Submitted \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address (required) \_\_\_\_\_

My child \_\_\_\_\_ will be celebrating his/her \_\_\_\_\_ birthday on \_\_\_\_\_, 20\_\_\_\_  
at \_\_\_\_\_ am pm. Our estimated headcount will be \_\_\_\_\_ people: \_\_\_\_\_ adults and \_\_\_\_\_  
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:

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*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 subject to availability. Please email Carol Verzani with questions about the party options at [cverzani@bgparks.org](mailto: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 before the party is set to begin.*