

# OVERNIGHT CONTRACT – EXPLORATION STATION

1095 W. Perry St.  
Bourbonnais, IL 60914  
815-933-9905, option 3  
FAX: 815-933-5468



Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Street City Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work/other Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Best way to contact:  home phone  cell phone  work phone  e-mail

Overnight Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Party Room: \_\_\_\_\_

Approved Activity: \_\_\_\_\_ Party Colors: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Cupcakes: White Chocolate 1/2 & 1/2 Birthday Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

THESE OVERNIGHT PACKAGES INCLUDE 12 HOURS IN THE MUSEUM &  
ADMISSION FOR 20 Guests (15 CHILDREN & 5 ADULT CHAPERONES).

<b>Chosen packages or extras</b>	<b>Fee:</b>	<b>Fee per addl. child/adult</b>	<b>TOTAL FEE</b>
<b>Basic Overnight</b>	\$425.00	\$11.00/\$6.00	
<b>Activity Filled Overnight -</b> Includes supplies for an approved activity or badge requirement. *package fee includes a \$25 nonrefundable reservation fee which must be paid at the time of booking.	\$475.00	\$14.00/\$6.00	
<b>EXTRAS</b>			
Birthday Trimmings for up to (20) people– Includes lined tables, cupcakes, juice drink, balloons, streamers, napkins, invitations (20), and the birthday child's name on our marquee.	\$50.00	\$2.50 X ___ =	
Face Painting	\$20.00 per hour		
Bamboo Visit (15-20 minute visit with Bamboo and (2) pictures)	\$25.00		
Additional Invitations	\$ .50 each	X ___ =	
Extra Hour	\$50.00		
Miscellaneous Extras:		X ___ =	
Late Booking Fee (less than 14 days prior)	\$50.00		
<b>TOTAL FEES DUE</b>			

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

Date \_\_\_\_\_

**For off-site Credit Card Payment Only:** Credit Card #: \_\_\_\_\_ MasterCard/Visa/Discover  
Cardholder's Signature: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Verification PIN \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>							
Reservation #:	_____	HH#:	_____				
Date deposit paid:	_____	Amount Paid:	_____	Clerk:	_____	Cash Check #	_____
Date Balance Paid:	_____	Amount Paid:	_____	Clerk:	_____	Cash Check #	_____
Additional Comments:	_____						
				Credit Card	Receipt#:	_____	
				Credit Card	Receipt#:	_____	



By signing, applicant agrees they have read and will abide by the requirements listed and described below.

Please review all items:

- Guests are required to sign in at the front desk upon arrival.
- **Food and drink are not permitted in the museum play area.**
- Museum staff is not permitted to handle your money or accept food deliveries on your behalf.
- Food brought from home is allowed, but it cannot be served by the BTPD staff and cannot be served to anyone not in the birthday party. **No raw meat or raw fish may be served.**
- **Hanging items from the ceilings or walls is not permitted.**
- Trash and recycling must be disposed of in appropriate containers provided by BTPD.
- **Access to the museum is not allowed before your scheduled time.**
- You and your belongings must vacate the museum at your scheduled overnight conclusion time.
- I understand if the number of guest increase and I do not notify the BTPD, there may not be enough supplies for all guests.
- **I understand that if not all guests show up, I still have to pay for the number of guests I reserved with (trimmings or activity-filled only).**
- **Overnights must have one adult chaperone over the age of 21 for every 5 children. The person booking the overnight is responsible for assuring all children within overnight are adequately supervised. Any overnight which does not have adequate supervision or fails to maintain discipline will be required to leave without a refund.**
- **No smoking** is allowed inside buildings or within fifty feet of any entrance to building or playground areas.
- **No driving or parking on grass or sidewalks** unless approved by authorized BTPD staff. Violators may be towed at owner's expense.
- **No alcohol is permitted.**
- All activities are subject to approved ordinances and policies of the Bourbonnais Township Park District.
- Persons booking a party must be at least 21 years of age. Proof of ID is required at time of booking.
- The Bourbonnais Township Park District will not assume responsibility for lost or damaged property.
- The BTPD reserves the right to add to, or change the policies as needed in the best interest of the Bourbonnais Township Park District.
- Admission may not be charged at any parks and/or facilities for monetary gain or fundraising without approval from the BTPD Board of Commissioners. Gambling and betting are not permitted. Approval requires 90 day notice.
- Sound equipment, D.J's, and bands are allowed only if approved by authorized BTPD staff prior to event.
- Animals are not allowed inside any BTPD facilities. Animals are allowed at any BTPD park, provided said animal is leashed. It is expected that dog walkers pick up after said animal.
- Any publicized events must have "This is not a Bourbonnais Township Park District Sponsored Event" in all publicity and advertisements.
- Disorder among patrons may be cause for cancellation of an overnight contract and cause for denial of future requests for overnight bookings.
- **The deposit shall be kept if cancellation is made less than 14 days prior to the overnight, overnight.**
- Refunds for cancelations will be made pursuant to the refund policy.
- **Overnight extras may be paid the evening of the overnight, but can only be paid by cash or credit card. Checks will not be accepted.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

BTPD Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Bourbonnais Township Park District Facility Use Agreement

(I) (We), the undersigned lessee(s) agree to lease the following facility of the Bourbonnais Township Park District (hereinafter "BTPD"), Exploration Station...a children's museum, 1095 W. Perry St., Bourbonnais, IL 60914.

Date(s): \_\_\_\_\_ Activity: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Facility Fee: \$ \_\_\_\_\_, plus Nonrefundable Security Deposit Fee; \$ **25.00** Total: \$ \_\_\_\_\_

### RECITALS

- A. As used in this Agreement, "BTPD" includes its officers, officials, agents, employees and volunteers.
- B. As used in this Agreement, "premises" and "facilities" includes all leased facilities and common areas, including but not limited to parking facilities, restrooms, walkways, hallways, etc.

NOW, THEREFORE, in consideration of the recitals and representations herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. The Lessee(s) shall not enter, occupy or use this listed facility until the time(s) and date(s) specified above.
2. The Lessee(s) shall vacate the facility at the time(s) and date(s) indicated above or be charged a pro-rate amount for every one-half (1/2) of overtime use.
3. The Lessee(s) shall remit the full balance due for the rental of said facility upon reserving of said facility/property and immediately upon termination of rental period.
4. Lessee(s) shall be responsible for and will pay for any damage to BTPD property arising out of the use of the said facility pursuant to this Agreement, ordinary wear and tear excepted.
5. That the BTPD does not assume any liability for property loss or stolen on the BTPD premises, or for personal injuries sustained on the premises during Lessee(s) use of the premises and Lessee(s) hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that Lessee(s) or its agents, guests or invitees may sustain as a result of this Agreement. Lessee(s) further agrees to waive and release the BTPD from any and all losses, claims, suits or judgments or damages that Lessee(s) might sustain as a result of any and all activities connected with or associated with this Agreement.
6. That no BTPD equipment or property shall be removed from the premises without permission of the BTPD Executive Director.
7. That, unless otherwise permitted, no beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the BTPD under this Agreement. Additional forms and charges apply for use of alcoholic beverages. All alcohol permits are subject to approval of the BTPD Executive Director. An additional deposit is required for all rentals with alcohol use.
8. If applicable, (I) (We), agree to wash, clean and put away all dishes, clean tables, chairs and, bag all garbage and/or restore the facility to its prior condition, ordinary wear and tear accepted.
9. Lessee(s) shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the BTPD's attention any potential dangers, safety hazards or problems.
10. Lessee(s) is solely responsible for providing any and all supervision at all times during Lessee(s) use of any facility, including but not limited to the leased facility, and all common areas. Further, Lessee(s) shall be responsible for ensuring that Lessee's guests and invitees comply with all applicable rules and regulations pertaining to use of BTPD facilities. Lessee(s) must be over the age of 21. Groups with youths under 18 years of age must be chaperoned by adults over the age of 21. One adult to every 10 children is required.
11. Lessee(s) shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement. Lessee's misuse of facility privileges (including misuse by any member of Lessee's group) may result in denial of future rental requests by Lessee(s).

12. That this agreement for lease of the BTPD facility will not be effective unless said Agreement is signed and delivered to the Office of the BTPD at the above address with appropriate security deposit prior to the lease events.
13. That either party hereto may cancel this Agreement by delivery of written notice to the other party at least two (2) weeks prior to the scheduled hour as hereinbefore designated. If this Agreement is so canceled, Lessee(s) will not be required to pay the fee hereinbefore designated. The security deposit will be forfeited in all other circumstances whether or not the premises are used by Lessee(s).
14. It is fully understood and agreed by the parties that the Lessee(s) guarantees to defend, indemnify and hold harmless the BTPD, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.
15.   N/A   If applicable, Lessee(s) shall keep in force, to the satisfaction of the BTPD, at all times relevant hereto, liquor liability, general liability and bodily injury insurance in amounts of \$1,000,000.00 for each person and each occurrence, and property damage insurance in amounts of \$1,000,000.00 for each occurrence and aggregate total. The Lessee(s) agrees that before the covered function(s) may commence on BTPD property/facility, the Lessee(s) shall furnish Certificates of Insurance for the insurance coverage required herein, naming the BTPD as an additional insured.  
  
Proof of insurance must be provided 14 days prior to the event.  
  
The insurance shall contain no special limitation on the scope of protection afforded the BTPD and shall contain a "contractual liability" clause.  
  
Lessee's insurance shall be primary insurance as respects the BTPD. Any insurance or self-insurance maintained by the BTPD shall be in excess of Lessee's insurance and shall not contribute with it.  
  
Lessee's insurer shall agree to waive all rights of subrogation against the BTPD.  
  
Before this Agreement goes into effect, Lessee(s) shall deliver to the BTPD a Certificate of Insurance satisfactory to the BTPD.
16. Lessee(s) shall comply with any and all applicable facility rules and regulations, ordinances and permit procedures.
17. This Agreement may not be assigned by Lessee(s) without the BTPD's prior written consent.
18. This Agreement represents the entire understanding between the parties. This Agreement may be modified or altered only by further agreement in writing between the parties.
19. Interpretation of this Agreement shall be governed by the laws of the State of Illinois.

The following facilities/property are available for lease: \_\_\_\_\_

All facilities close at \_\_\_\_\_ Equipment required: \_\_\_\_\_

Lessee/Organization Name (Please Print): \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Lessee or a duly authorized representative)

Bourbonnais Township Park District Staff Signature: \_\_\_\_\_

Title \_\_\_\_\_ Date: \_\_\_\_\_

**Please make checks payable to the B.T.P.D.**

**Mail to: Exploration Station 1095 West Perry Street, Bourbonnais IL 60914**