



This is the 2017 Group Reservations Form. The 2018 form will be available in February.

Mystic Waters Group Reservations Information

Group reservations available Monday–Friday, from June 12 to August 4

Reservations are accepted beginning February 1, and are processed on a first come, first-served basis.

Please include a second choice, in the event your first choice has reached capacity.

TIMES	FEES	GROUP SIZE
10:00a–2:00p	\$10 per camper,	Minimum 20
Monday–Friday	\$8 per counselor	Maximum 500

IMPORTANT!

Groups with children under 10 years are required to have a 1:5 counselor to camper ratio.

With children 10 years and over the ratio is 1:10.

Please note: Groups who do not meet these safety minimums will be refused admission.

LUNCH

Groups can bring their own sack lunch or purchase items from the Island Café

Lunch times will be assigned on the day of your trip. The Island Café opens at 11:30a.

PAYMENT

A \$50 deposit for each visit is due with each reservation form. *Requests are not processed without a deposit.*

Your deposit will be applied to the amount due at the door.

Balance is due at the door on the date of your trip.

You may also pre-pay the amount due. Refunds are only issued for amounts exceeding \$10.00.

Please make checks payable to the Des Plaines Park District.

CERTIFICATE OF INSURANCE

To complete your reservation, the Des Plaines Park District needs a copy of your Certificate of Insurance in the amount of \$1,000,000.00 (one million dollars) that must include the following language:

“Additional insured for 1 million dollars which is to include the Des Plaines Park District, its officers, employees, volunteers and agents.” This document must also list your specific rental dates.

Note: Organizations who are members of the Park District Risk Management Agency (PDRMA) are exempt.

CONFIRMATION

Confirmation of your reservation will be e-mailed to you, along with other information about your visit.

REFUND POLICY

Cancellations made by you will result in possible rescheduling, or forfeit of your \$50 deposit.

Cancellations made by the Des Plaines Park District due to weather or unforeseen circumstances will result in possible rescheduling or full refund of your deposit.

Des Plaines Park District • 2222 Birch Street • Des Plaines, IL 60018

Phone: 847-391-5700 • Fax 847-391-5707 • www.DPParks.org

Mystic Waters • 2025 Miner Street • Des Plaines, IL 60016 • 847-391-5740 (in season)



Des Plaines Park District

2017 Group Reservation Request Form

Reservations are processed in the order in which they are received.

Instructions: Please complete the requested information below. You must use a separate form for each requested visit. *Requests are not processed without a deposit.* Please make sure that you provide a phone number where you can be reached, in case questions arise. *Thank you for your reservation.*

Reservation Date

First Choice Day _____ Month _____ Date _____ Year _____

Reservation Date

Second Choice Day _____ Month _____ Date _____ Year _____

Agency Name _____

Contact Person _____

Address _____

Street

Address _____

City

State

Zip

Phone Number _____ Office Cell Home

Alternate Number _____ Office Cell Home

Fax Number _____

E-Mail Address _____

Our agency is a member of the Park District Risk Management Agency (PDRMA)

____ **Number of Campers** x \$10 per camper = _____

____ **Number of Counselors*** x \$8 per counselor = _____

____ **Total Number of Guests** Total Price = _____

- \$50.00 Deposit - \$ 50.00

= Total Due on Arrival = _____

Check Enclosed Visa Master Card Discover **Expiration Date** _____ / _____

Card Number

Cardholder Name _____ **Charge Amount** \$ _____

Signature _____ **Date** _____

*There must be at least one adult present for every ten children age ten and older, and one adult present for every five children under the age of ten. Supervisors who are eighteen years and older are considered adults.

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