

# APPLICATION FOR USE OF THE PRAIRIE LAKES THEATER

DES PLAINES PARK DISTRICT  
515 East Thacker Street, Des Plaines, IL 60016  
(847) 391-5711

This application must be completed in full before permit will be granted by the Des Plaines Park District. Appropriate deposits must be made upon approval of the application.

**Lessee is required to furnish a Certificate of Insurance naming Des Plaines Park District, employees and volunteers as additional insured for \$1 million.**

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

## Organization:

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

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

## Contact:

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

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Organization Status (*Please check on response on each line*):

\_\_\_\_\_ Resident (*at least 75% of the group are residents*)      \_\_\_\_\_ Des Plaines Governmental Organization

\_\_\_\_\_ Non-Resident (*less than 75% of the group are residents*)      \_\_\_\_\_ Des Plaines Business

## RENTAL INFORMATION

Activity Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Requested day(s), date(s), and time for use: \_\_\_\_\_

\_\_\_\_\_

Day/Date/Time event is open to the public: \_\_\_\_\_

\_\_\_\_\_

Description and purpose of the event, including title of the production: \_\_\_\_\_

\_\_\_\_\_

## Anticipated Target Audience:

\_\_\_\_\_ Youth      \_\_\_\_\_ Families      \_\_\_\_\_ Adults

## Admissions (list fees charged):

\_\_\_\_\_ Youth      \_\_\_\_\_ Families      \_\_\_\_\_ Adults      \_\_\_\_\_ Other

**FACILITY USE AND EQUIPMENT REQUEST**

\_\_\_\_\_ Stage \_\_\_\_\_ Auditorium \_\_\_\_\_ Lobby \_\_\_\_\_ Dressing Rooms \_\_\_\_\_ Wood Room\*

(\*Note: rental includes use of the lobby, stage, auditorium, and dressing rooms. The scene/wood room is an additional fee.)

\_\_\_\_\_ Exclusive Use for these dates: \_\_\_\_\_ (additional fee)

**Rental Equipment Needed :**

\*Additional fees charged for these services

\_\_\_ Microphone; # \_\_\_\_\_\*

\_\_\_ Projection Screen

\_\_\_ Piano\*

\_\_\_ Podium

\_\_\_ Chairs

\_\_\_ Tables

\_\_\_ LCD Projector

\_\_\_ Lighting /Sound Technician\*

**Requested equipment which requires**

**additional staffing:** (If you will be using our theatrical lighting, you must use a Park District lighting tech.)

\_\_\_ Lighting Board\*

\_\_\_ Sound System\*

\_\_\_ ETC Lighting Board\*

\_\_\_ Follow Spot # \_\_\_\_\_\*

\_\_\_ LED lighting # \_\_\_\_\_\*

The applicant and his or her organization and members acknowledge that they have read and are bound by the conditions set forth on this permit and the rule, regulations, and procedures found within the Policies and Procedures Manual A-9 Prairie Lakes Theater Use Procedure. In addition, any ordinances pertaining to the use of Park District facilities and properties are also applicable.

Any permit may be revoked for misrepresentation in the application or violation of terms and conditions of the application concerning policy, rules, regulations, and laws of the State of Illinois.

The facility user (lessee) shall save and hold harmless the Des Plaines Park District (lessor) from any and all liability, claim, and demands of any kind and nature arising out of any connection with the performance of work by the lessee or lessee's supplier for or on the behalf of the lessor. The lessee will defend itself and lessor, without expense to lessor, and pay any damages based thereon and shall pay all charges of attorneys and all costs and other expense arising therefrom; excluding only acts which result from the sole negligence of the lessor.

**Performer's Warranty and Indemnification**

(A) Performer warrants that it has cleared at the source all necessary performing rights, licenses, and permissions necessary for it to present the performance; (ii) the performance does not contain any matter that constitutes an invasion of privacy, and is not libelous, obscene or otherwise contrary to law; and (iv) it will exercise reasonable care in the use and maintenance of the performance space and equipment listed on Exhibit B.

(B) Performer agrees to indemnify and hold Park District harmless from any claims, damages, settlement sums, and expenses (including attorney's fees and court costs) arising out of any breach of any of the warranties in this section.

**Organization Authorized Representative:**

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

**Park District Representative:**

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

**PERMIT AUTHORIZATION**

Group Category: \_\_\_\_\_

Dates/Times Booked Confirmed? \_\_\_\_\_ Yes \_\_\_\_\_ No Dates: \_\_\_\_\_

Rental Fees: \$ \_\_\_\_\_ Equipment/Facility Fees: \$ \_\_\_\_\_

Building Staff Fees: \$ \_\_\_\_\_ Tech Staff Fees: \$ \_\_\_\_\_

Other Info: \_\_\_\_\_

**Total Fees For Rental: \$ \_\_\_\_\_**

\$200 Deposit received: \_\_\_\_\_ Returned: \_\_\_\_\_ Final Payment received: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Certificate of Insurance Received: \_\_\_\_\_