# Three Oaks Recreation Area

**City of Crystal Lake, IL**

# *2021 Rental Rider*

## Acknowledgement

The renter acknowledges that in the event that due to the ongoing Covid-19 pandemic, should Federal and State health agencies require a limitation on the number of people to gather on the scheduled rental date, the City will offer the following solutions:

1. Option for the renter to cancel the rental and receive a full refund of the deposit and rental fee, or;
2. Option for the renter to reduce the number of people based upon Federal and/or State mitigation requirements at the time of the scheduled rental in order to continue with the event, or;
3. Option for renter to reschedule the date of the event and/or the pavilion, dependent on availability within the 2021 calendar year.

The City will provide advanced notice to guests whose rentals may be impacted by mitigation requirements. It shall be the renter's responsibility to provide the City with their desired choice of either options 1, 2, or 3 within a reasonable time of the City's notice.

If options 2 or 3 are chosen above, the renter acknowledges that a full refund of the deposit and rental fee will not be given and the regular cancellation policy and deposit refund policy will be in effect for these options. (*See regular cancellation policy and deposit refund policy below*).

If renter has reserved Pavilion A, and on the rental date the renter must reduce their number of guests due to Federal and/or State requirements, City staff will refund the difference of the rental fee if applicable. (Please review Pavilion A pricing at https://www.crystallake.org/home/showdocument?id=16928)

### Cancellation Policy

The cancellation fee is ½ the deposit amount. Rental fees are non-refundable. To receive a refund of the deposit, less the cancellation fee, all cancellations must be made at least 10 days in advance of the event. No refunds are given in the event of inclement weather. Rentals cancelled due to inclement weather may be given the opportunity to reschedule at a later date, depending on availability. City Staff reserves the right to determine the severity of inclement weather and the opportunity to reschedule the rental. City Staff may cancel a rental based on severe weather, or for other reasons. Refunds for rentals cancelled by City Staff are at the discretion of City Staff.

### Deposit Refund Policy

Pavilion deposits will only be refunded after an inspection of the pavilion has been made by Three Oaks employees. Costs to repair and clean up the pavilion may be deducted from the deposit. If the cost for repairs and clean up exceeds the deposit amount, the applicant is responsible for the total repair and clean-up cost.

For more information regarding the Three Oaks Recreation Area, please visit www.crystallake.org or call the City of Crystal Lake, City Hall at 815-459-2020 ex. 4083.

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|---|---|
| _____ | _____ |
| Renter Name (Please Print) | City of Crystal Lake Representative |
| _____ | _____ |
| Date | Date |
| _____ | _____ |
| Renter Signature | City Representative Signature |

**This Section for Office Use Only**

If required, City staff contacted renter _____
Date

Renter chose Option _____ _____
Date

*If option 3 was chosen, new scheduled rental date and/or pavilion is:*

_____

- Should option 3 not be available within 2021, renter is to pick either option 1 or 2 as a new choice.

Renter chose new Option _____ _____
Date