



**PERMIT APPLICATION**  
**Recreation Station**  
 770 E. Franklin,  
 Bradley, IL 60915  
**815-933-9905 Option 1, FAX: 815-935-2645**

Activity Questions	
Is this event open to the public?	Yes No
Are you publicizing the event to the public?	Yes No
Outside of areas rented, will you be using other parts of the park for organized activities?	Yes No

Name: \_\_\_\_\_ Organization Name (if applicable): \_\_\_\_\_  
 Physical Address: \_\_\_\_\_  
Street City Zip Code  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work/Other Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Total Hours: \_\_\_\_\_  
 Activity: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_ Proof of Not-for-Profit (501C form): \_\_\_\_\_

**RATES BASED UPON 2-HOUR MINIMUM- All rentals include 15 minutes of set-up time and 15 minutes of clean-up time.**

Activities/Rentals	Fees: Res/Non-Res	Total Fee
<b>Full Facility Rental-</b> Max capacity: 200 Includes: Multi-Purpose room, Kitchen, (3) Breakout rooms, Tables & chairs (quantity limit), & electrical access	\$200/\$240 first 2 hours \$60/\$75 each add'l hour	
<b>Multi-Purpose Room</b> Max capacity for sit down event 120, 200 standing event, Includes: Tables & Chairs, (quantity limited), electrical access & basket ball hoops and balls	\$100/\$120 first 2 hours \$40/\$50 each add'l hour	
<b>Conference Room</b> Max capacity 10 Includes: Tables & Chairs, electrical access	\$40/\$60 first 2 hours \$15/\$25 each add'l hour	
<b>Three Breakout Rooms</b> Max capacity for sit down event 80 Includes: Tables and Chairs (quantity limited) & electrical access	\$100/\$120 first 2 hours \$40/\$50 each add'l hour	
<b>Two Breakout Rooms</b> Max capacity for sit down event 50 Includes: Tables and Chairs (quantity limited) & electrical access	\$80/\$100 first 2 hours \$30/\$40 each add'l hours	
<b>One Breakout Room</b> Max capacity for sit down event 25 Includes: Tables and Chairs (quantity limited) & electrical access	\$40/\$50 first 2 hours \$20/\$30 each add'l hour	
<b>Additional rental options:</b> TV/DVD/VCR, Sound System, Projector ( ONSITE ONLY)	\$50 each first 2 hours	
<b>Basic Celebration</b> Includes: MPR, Basketball hoops, Streamers, Balloons, Cupcakes, Ice Cream Cups, Juice, Decorated Tables , Paper Products and Plastic ware.	\$150/ \$170 based on 15 participants 17 or more \$4.00 per add'l participant	
<b>Themed Celebration (all ages)</b> Includes: Basic Celebration and themed loot bags, activities and/or craft. <i>All themes subject to availability</i>	\$200/\$215 based on 15 participants. 17 or more \$4.50 per participant.	
<b>Wedding Celebrations</b> Max for sit down event w/tables 120; sit down no tables 200 Includes: Multi-Purpose Room,(3) Breakout rooms, Tables &/or chairs (quantity limited), & electrical access Friday evening from 6-9:00pm and following Saturday 9:00am-11pm (17 total hours)	\$1,000/\$1,200 for package \$60/\$85 each add'l hour	
<b>Add-on to any Celebration:</b> <ul style="list-style-type: none"> <li>Pizza (3) Lg. delivered</li> <li>Meet and Greet (SUBJECT TO AVAILIABILITY) Includes: 1 hr of character visit, 1 CD containing photos of each child with character.</li> </ul>	\$32 \$120	
<b>Non-Refundable late booking fee: Rental/Party needs to be booked 14 days in advance.</b>	\$25	
<b>Refundable Service/clean-up deposit: 50% of total rental fees (\$75 minimum)</b>		
<b>TOTAL DUE:</b>		

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

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Reservation #: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Clerk: \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Check or Auth#: \_\_\_\_\_



Applicant agrees they have read and will abide by the requirements listed and described below. Applicant understands that Bourbonnais Township Park District (known as BTPD) is not responsible for unforeseen circumstances and has agreed to indemnify the Bourbonnais Township Park District for any accidents or injuries occurring. Applicant also understands that the Bourbonnais Township Park District has the right to hold the amount of the deposit due to persons attending the event not abiding by the expectations listed below.

Please review and initial next to items:

- Use of nails, tacks or any hanging device that may damage walls, railings or ceilings are prohibited.
- Trash and recycling must be disposed of in appropriate containers provided by BTPD.
- Due to Site Supervisors and other programs, **any additional time added** to an event needs to be scheduled 10 days before the event/rental.
- No smoking** is allowed inside buildings or within fifty feet of any entrance to building or playground areas.
- 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.
- All activities are subject to approved ordinances and policies.
- No driving or parking on grass or sidewalks** unless approved by authorized BTPD staff. Violators may be towed at owner's expense.
- Front Desk, classrooms, and any non rented areas are prohibited.**
- Applicant must be over the age of 21 and must provide proof adequate insurance coverage. Insurance coverage must be provided within 14 days of event.
- No alcohol is permitted** at facilities or parks unless approved by authorized BTPD staff and proper insurance is provided. (Additional forms and charges apply.)
- Permits are issued only for an assigned area of park or facility. Public is still welcomed to use other areas of park or facility.
- Admission** may **NOT** be charged at any Parks and facilities for monetary gain or fundraising without approval from the Board of Commissioners. Gambling and betting is not permitted. Consideration of 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. You are expected to 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.
- Permits issued within 14 days of event must be paid by cash or credit cards.
- Disorder among patrons prior to or during event may cause BTPD to cancel permit and may restrict or deny future permit requests.
- Permits are subject to cancellation by the BTPD upon notification to applicants with refunds to be made pursuant to the refund policy.
- Refunds or credits will not be issued due to weather. Only Service/clean-up deposit will be refunded.
- Refunds for cancelations will be honored provided that applicant cancels 14 days prior to event.
- Deposits may be returned within 3 to 4 weeks after rental as long as there were no damages or additional fees.

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

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

Witness Signature: \_\_\_\_\_

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



## Recreation Station Room Rental Setup Sheet

Event/Purpose: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room(s): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Set up time: \_\_\_\_\_

Room Set up (Written description or drawing):

Special Instructions:

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Site Supervisor: \_\_\_\_\_

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