



GROUP RESERVATION CONTRACT- WILLOWHAVEN CENTER

a facility of the Bourbonnais Township Park District
 Mailing address: 459 N. Kennedy Drive, Bourbonnais, IL 60914
 Facility address: 1451 N. 4000E Road, Kankakee, IL 60901
Phone: 815-933-9905 option 3, Fax: 815-933-5468

Activity Questions	
Does your group have special needs?	Yes No
How old are the children?	
What grade level are the children?	

Name: _____ Organization Name (if applicable): _____

Physical Address: _____
Street City Zip Code

Home Phone: _____ Cell Phone: _____ Work/other Phone: _____

E-mail Address: _____ Fax #: _____

Date(s) of Visit: _____ Arrival Time: _____ Departure Time: _____ Total Hours: _____

Use of Multi-purpose/lunch room: No Yes – Time(s): _____ Time(s): _____

Program: No Yes – Type: _____ Program Time: _____ # of Children: _____

Yes – Type: _____ Program Time: _____ # of Children: _____

Yes – Type: _____ Program Time: _____ # of Children: _____

STATEMENT OF PROJECTED FIELD TRIP FEES			
Exp. #		Fees	Total
	Children	FREE	
	Adults (1 chaperone required for every 5 children)	FREE	
	Program Fee Includes basic group program with BTPD Instructor. Example: Nature Hikes, Wetland wonders, Insects & Spiders, Metamorphosis, etc.	\$2.00 per person	
	Premium Program Fee Includes premium group program with BTPD/Contracted Instructor. Example: Owl Puke, Watershed Workshop, Scout & Custom programs	\$4.00 per person	
Program deposit			\$50.00
TOTAL PROJECTED VISIT FEES			\$

Applicant Signature

Date

For off-site Credit Card Payment Only: Credit Card #: _____ MasterCard/Visa/Discover

Cardholder's Signature: _____ Exp. Date: _____

FOR OFFICE USE ONLY: Date called: _____ Reservation #: _____ HH#: _____			
Date Deposit Paid: _____	Amount Paid: _____	Clerk: _____	Method of Payment: _____ Check or Auth#: _____
Date Balance Paid: _____	Amount Paid: _____	Clerk: _____	Method of Payment: _____ Check or Auth#: _____
Reschedule Date: _____	Amt. of Refund: _____	Addl. Fees/Comments: _____	



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:

- ___ Groups are required to check-in at the front desk upon arrival.
- ___ **Food and drink are not permitted in the museum main hall area.**
- ___ **Hanging items from the walls or ceilings is not permitted.**
- ___ Trash and recycling must be disposed of in appropriate containers provided by BTPD.
- ___ **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 have one adult chaperone over the age of 21 for every 5 youths. Any group that does not have adequate supervision or which fails to maintain discipline will be required to leave.**
- ___ 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.
- ___ Applicant must be at least 21 years of age.
- ___ **No alcohol is permitted.**
- ___ Admission may not be charged to any parks and/or facilities for monetary gain or fundraising without approval from the BTPD Board of Commissioners. Gambling and betting is not permitted. Approval requires 90 day notice.
- ___ Animals are not allowed inside any BTPD facilities. Animals are allowed at any BTPD park, provided said animal is leashed. It is expected to pick up after said animal.
- ___ The Bourbonnais Township Park District will NOT assume responsibility for lost or damaged property.
- ___ Museum staff is not permitted to handle your money or accept food deliveries on your behalf.
- ___ Contracts shall not be transferred or assigned.
- ___ BTPD activities shall have priority at all park district facilities.
- ___ The Bourbonnais Township Park District reserves the right to add to, or change the policies as needed in the best interests of the BTPD.
- ___ Any publicized events must have "This is not a Bourbonnais Township Park District Sponsored Event" in all publicity and advertisements.
- ___ Disorder among patrons prior to or during event may cause BTPD to cancel contract and may restrict or deny future contract requests.
- ___ Contracts are subject to cancellation by the BTPD upon notification to applicants with refunds to be made pursuant to the refund policy.
- ___ Please be aware of forfeiture of security deposits due to unsupervised children. Additional charges may occur for damages.
- ___ Refunds for cancellations will be honored provided that applicant cancels 14 days prior to event. **Deposit shall be kept if cancellation is made less than 14 days before activity, rental is a no-show, property is missing or damaged, or room/facility is not left in the condition it was found.**
- ___ **Group program reservation deposits must be paid and a signed contract must be submitted within 30 days of the date reservation is called in. If payment and contract is not received within 30 days, the Bourbonnais Township Park District reserves the right to cancel your reservation.**
- ___ Permits are subject to immediate cancellation by the Bourbonnais Township Park District upon written notice to applicants with refunds to be made pursuant to the refund policy of the Bourbonnais Township Park District.
- ___ Overpayments by check will be refunded in the form of a check.
- ___ Deposits will be returned within 3 to 4 weeks as long as there were no damages or additional fees.

Applicant Signature: _____

Date: _____

BTPD Staff Signature: _____

Date: _____