



# PERMIT APPLICATION – WHISPERING WILLOWS PARK

459 No. Kennedy Drive, Bourbonnais, IL 60914

815/933-9905, FAX: 815/933-5468

Name of Person: \_\_\_\_\_ Organization Name (if applicable): \_\_\_\_\_

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

City, State & Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Activity: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Proof of Insurance Available: \_\_\_\_\_ Not-for-profit 501-C form submitted: \_\_\_\_\_

Alcohol at Event: YES NO Alcohol Permit Submitted: YES NO

Proof of Insurance Submitted: YES NO \$200 Alcohol Deposit Submitted: YES NO

<u>Activities/Rentals</u>	<u>Times</u>	<u>Fees: Res/NR</u>	<u>Total Fee</u>
Electricity YES NO		\$25/\$35	
Tents 20' x 40'	One Day	\$250/\$300	
Tents 30' x 30'	One Day	\$300/\$350	
Tents 30' x 45'	One Day	\$450/\$500	
Tents 30' x 60'	One Day	\$600/\$650	
Tent rentals – for EACH additional <b>CONSECUTIVE</b> day		\$100 per each	
		<b>SERVICE DEPOSIT</b>	<b>\$50.00</b>
All reservations taken prior to January 1 for the following year are subject to an early registration fee.		<b>\$25 Early Reservation Fee</b>	
		<b>Total Fees Due</b>	

Please note: Larger events may be subject to additional fees.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
BTPD Staff Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Date paid \_\_\_\_\_ Method of Payment \_\_\_\_\_ Clerk \_\_\_\_\_

Staff notified \_\_\_\_\_ Reserved Sign Given \_\_\_\_\_ Rec Trac \_\_\_\_\_

Reservation # \_\_\_\_\_ Household ID# \_\_\_\_\_ Add-On \_\_\_\_\_ Date Paid \_\_\_\_\_

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:

- \_\_\_ All activities are subject to approved ordinances and policies.
- \_\_\_ Trash and recycling must be disposed of in appropriate containers provided by BTPD.
- \_\_\_ Grilling is allowed in the park but not near or under any permanent structures or trees. **Gas grills only. No charcoal grills are allowed.**
- \_\_\_ **No smoking** is allowed inside buildings or within fifty feet of any entrance to building or playground areas.
- \_\_\_ **No driving or parking on grass or sidewalks.** Violators may be towed at owner's expense.
- \_\_\_ **Marking on trails is 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.
- \_\_\_ 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.
- \_\_\_ Parks and facilities are not to be used for monetary gain or fundraising without approval from authorized BTPD staff.
- \_\_\_ Sound equipment, D.J's, and bands are allowed only if approved by authorized BTPD staff prior to event.
- \_\_\_ Disorder among patrons prior to or during event may cause BTPD to cancel permit and may restrict or deny future permit requests.
- \_\_\_ 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.
- \_\_\_ 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 deposit will be refunded.
- \_\_\_ Refunds for cancelations will be honored provided that applicant cancels 14 days prior to event.

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

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

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

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