



PERMIT APPLICATION – WILLOWHAVEN CENTER

a facility of the Bourbonnais Township Park District
459 N. Kennedy Drive,
Bourbonnais, IL 60914
Phone: 815-933-9905 option 3
FAX: 815-933-5468

| 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 Insurance Available: _____ Proof of Not-for-Profit (501C form): _____

Alcohol at Event: _____ Alcohol Permit Submitted: _____ \$200 Alcohol Deposit Submitted: _____

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 |
|---|---|------------------|
| Full Facility Rental- Max capacity for Sit-down event 75; cocktail event 95 Includes: Main Hall, Multi-Purpose room, Tables, chairs, & electrical access | \$120/\$160 first 2 hours \$45/\$65 each addl hour | |
| Main Exhibit Room- Max capacity for Sit-down event 75; cocktail event 95 Includes: Main Hall, Round Tables & chairs, electrical | \$80/\$100 first 2 hours \$30/\$44 each addl hour | |
| Multi-Purpose Room — Max capacity 20 Includes: Tables & chairs, electrical access | \$40/\$60 first 2 hours \$15/\$25 each addl hour | |
| Tents 20' x 40' | \$250/\$300 per day | |
| Tents 30' x 60' | \$600/\$650 per day | |
| Tents 30' x 90' | \$900/\$950 per day | |
| Additional Site Supervisor-required for groups of 60 or more | \$25 first 2 hours \$10 each addl hour | |
| TV/DVD/VCR | \$50 per day | |
| Overhead Projector-Digital | \$50 per day | |
| Wedding Celebrations Package -Max for Sit-down event 75; cocktail event 95 Includes: Main Hall, Multi-Purpose Room, Round Tables & chairs, & electrical access Friday evening from 6-9:00pm and following Saturday 10:00am-midnight including two site supervisors. (17 total hours) | \$900/\$1,200 for package \$45/\$65 each addl hour | |
| Non-Refundable late booking fee- charged if made less than 2 weeks of event date | \$25 | |
| Refundable Service/clean-up deposit | 50% of total rental fees (\$75 minimum) | |
| TOTAL FEES DUE | | |

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#: _____ Staff notified: _____ | | | |
| Date Paid: _____ | Amount Paid: _____ | Clerk: _____ | Method of Payment: _____ Check or Auth#: _____ |
| Balance 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.
- 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.
- 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.
- 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.
- 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.
- 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. It is 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: _____