



**PERMIT APPLICATION –
WILLOWHAVEN
OVERNIGHT RENTAL**

459 N. Kennedy Drive,
Bourbonnais, IL 60914

815-933-9905 option 3, FAX: 815-933-5468

Activity Questions	
What is the birthday child/participant's name?	
What is the birthday child/participant's gender?	
How old is the birthday child/participant?	

Name: _____ Organization Name (if applicable): _____

Physical Address: _____
Street City Zip Code

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

Email Address: _____ Fax#: _____

Date Requested: _____ Start Time: _____ End Time: _____ Total Hours: _____

Activity: _____ Expected Attendance: _____

RATES BASED UPON 12-HOUR RENTAL WITH A MAXIMUM OF 60 GUESTS

Activities/Rentals	Fees: Res/Non-Res	Addl Fees:	Total Fee
Basic Overnight Rental -Max 60 guests Includes: Main Hall, Multi-Purpose Room, Round Tables & chairs, electrical access	\$300/\$350 first 12 hours \$50/\$70 each addl hour		
Birthday Party Overnight -Max. 60 guests <u>Fees are based on a party of 20 guests. Over 20 guests additional fees apply.</u> Includes: Exhibit Hall Party room, use of exhibits, tables, chairs, streamers, table covers, balloons, cupcakes/ice cream/ juice or pop, paper products, and plastic ware for 20 guests <i>Circle Choices</i> Cupcake Choice: White, Chocolate, or 1/2 and 1/2 Beverage Choice: Juice, or Pop Table Cover Color(s): _____	\$400/\$450 first 12 hours \$50/\$70 each addl hour	\$5.00 per addl guests	
60 minute Group/Scout Program – <u>Fees are based on party of 20 guests. Over 20 guests additional fees apply.</u> (See group/scout program flyers for program details)	\$40/\$45	\$3.00 per addl guest	
20 minute live animal presentation	\$25/\$35		
Face painting	\$25/\$35		
Scavenger Hunt	\$10/\$20		
Nature Themed favor bags	\$2.50 each		
TV/DVD/VCR	\$25		
Overhead Projector-Digital	\$50		
Non-Refundable late booking fee- charged if made less than 2 weeks of event	\$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 following rental as long as there were no damages or additional fees.

Applicant Signature: _____

Date: _____

BTPD Staff Signature: _____

Date: _____