



PERMIT APPLICATION – WILLOWHAVEN INTERPRETIVE CENTER

1451 N. 4000 E. Rd. Kankakee, IL 60901 Phone • 815-933-9905 • Fax • 815-933-5468

Name of Person: _____ Organization Name (if applicable): _____

Physical Address: _____

City, State & Zip Code: _____

Home Phone: _____ Cell Phone: _____ Other 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

All rentals include 15 minutes of set-up time and 15 minutes of clean-up. For more set-up/clean-up time please schedule that into your reservation.

RATES BASED UPON 2-HOUR MINIMUM				
	ACTIVITIES/RENTALS	FEES: 1 st 2 hrs Res/NR	EACH Adtl. Hr	TOTAL FEE
	Full Facility Rental -Max capacity for Sit-down event 75; cocktail event 95 (Includes: Main Hall, Multi-Purpose Room, Round Tables & chairs, electrical access)	\$100/\$150	\$45/\$65	
	Main Exhibit Room -Max capacity for Sit-down event 75; cocktail event 95 (Includes: Main Hall, Round Tables & chairs, electrical)	\$80/\$100	\$30/\$44	
	Multi-Purpose Room —Max capacity 20 (Includes: Tables & chairs, electrical access)	\$40/\$55	\$15/\$25	
	Additional Rental Equipment —Onsite Only	Per Day		
	TV/DVD/VCR	\$50		
	Overhead Projector -Digital	\$50		
	**May be returned if site is cleaned/ended on time at conclusion – added to ALL rentals	SERVICE DEPOSIT		\$50.00
TOTAL FEES DUE				

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.
- ___ Use of nails, tacks or any hanging devices that damages the walls are prohibited.
- ___ 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: _____