



# PERMIT APPLICATION- WILLOWHAVEN BIRTHDAY PARTIES

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: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Proof of Insurance Available: \_\_\_\_\_

All parties 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 AND A MAX. OF 60 GUESTS

ACTIVITIES/RENTALS	Fees: Resident/ Non-Resident	EACH Adtl. Hr	Groups over 20 people	TOTAL FEE
<b>No Frills Party</b> - 60 max. guests (Includes: Exhibit Hall Party room, use of exhibits, tables & chairs)	\$80/\$100	\$30/\$44		
<b>Ultimate Nature Party</b> -Max. 60 guests (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) <u>-additional fees apply for groups over 20.</u> <i>Circle Choices</i> <b>Cupcake Choice:</b> White, Chocolate, or 1/2 and 1/2 <b>Beverage Choice:</b> Juice, or Pop <b>Table Cover Color(s):</b> _____	\$130/\$150	\$30/\$44	\$2/\$4 per person to cover cost of food, beverages and plastic ware.	
<b>Optional ADD-ONS</b>				
<b>Activities:</b>		\$25		
<input type="checkbox"/> 20 minute Live Animal Presentation		\$25		
<input type="checkbox"/> Face Painting		\$10		
<input type="checkbox"/> Scavenger Hunt Led by BTPD Staff				
<b>Favor Bags</b>		\$2.50 ea x		
<b>**May be returned if site is cleaned at conclusion – added to ALL rentals</b>		<b>SERVICE DEPOSIT</b>		<b>\$50.00</b>
<b>TOTAL FEES DUE</b>				

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: \_\_\_\_\_