



PERMIT APPLICATION
Recreation Station
 770 E. Franklin Street
 Bradley, IL 60915
 815-933-9905 Option 2
 FAX: 815-933-5468

Activity Questions	
Is this event open to the public?	Yes No
Will vendors/caterers be at this event?	Yes No

Name: _____ Organization Name (if applicable): _____

Physical Address: _____
Street City Zip Code

Home Phone: (____) _____ Cell Phone: (____) _____ Work/other Phone: (____) _____ Ext: _____

Email Address: _____ Date of Birth: ____/____/____ Fax #: _____

Date(s) Requested: _____ Start Time: _____ End Time: _____ Total Hours: _____

Activity: _____ Expected Attendance: _____

Package rates are based on a 3 hour time slot. Times subject to availability.

Activities/Rentals	Fees: Res/Non-Residents	Total Fee
Multi-Purpose Room Celebrations Package - Max capacity for sit down event: 120; Max Capacity for standing room event: 200 Includes: Use of 8 rectangle tables & 120 chairs & electrical access 4 total hours.	\$300/\$325 for package	
Extra time -additional time base on an extra ½ hour	\$55 each ½ hour	
Table/chair set-up Package - includes banquet table & chair set-up. Clean-up Package - includes garbage disposal, cleaning, decoration tear down and table & chair tear down.	\$1350 for package	
Non-Refundable late booking/change fee-charged if booked or changes to rental time/date/room are made less than 30 days of event date	\$50 per occurrence	
Security Deposit- Refunded after rental if all rules were followed (Required for all rentals)	\$100	\$100.00
All Rental fees are due at the time of registration. Deposits will not hold a date.	TOTAL FEES DUE (including security deposit)	

 Applicant Signature

 Date

FOR OFFICE USE ONLY: Receipt#: _____ Reservation #: _____ HH#: _____ Logged on Spreadsheet: _____			
BTPD Rental Agreement: _____	Proof of General Liability Insurance: _____	Proof of Not-for-Profit (501C form): _____	
Date Paid: _____	Amount Paid: _____	Clerk: _____	Method of Payment: _____ Check or Auth#: _____
Set-up Request Submitted: _____	Special Authorizations: _____	Deposit Refunded: _____	
Special Request/Accommodations: _____			



Applicant agrees they have read and will abide by the requirements listed and described below. 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 below:

- **No smoking** is allowed inside buildings or within fifty feet of any entrance to building or playground areas.
- Use of nails, tacks or any hanging device that may damage walls, exhibits, railings or ceilings are prohibited.
- Trash & recycling must be disposed of in appropriate containers provided by BTPD.
- Renter is responsible for all decorations, table/chair coverings, catering services and serving utensils.
- Renter is responsible for table and chair set-up and tear-down unless otherwise indicated on the permit application.
- Due to scheduling requirements, **any additional time added** to an event must be scheduled 30 days before the event/rental. Late fees will be assessed for any changes to room/time/date made within 30 days of scheduled rental.
- Applicant must be over the age of 21 and must provide proof adequate insurance coverage if required.
- 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.
- Signs and balloons can be placed at the entrance to the building provided they are removed at the conclusion of the rental.
- Grilling is allowed in the parking lot but not under any permanent structures or trees. **Gas grills only.** No charcoal grills allowed.
- **Use of Front Desk, classrooms, and any non rented areas are prohibited.**
- **No alcohol is permitted** at facilities or parks unless approved by authorized BTPD staff and proper insurance is provided. (Additional forms and charges apply.)
- Any vendors, food trucks, sound equipment, D.J's, bounce houses & bands are allowed only with written approval by authorized BTPD staff prior to the event and **proof of insurance must be provided by all vendors.**
- Disorder among patrons prior to or during event may cause BTPD to cancel permit and may restrict or deny future permit requests.
- Any publicized events must have "This is not a Bourbonnais Township Park District Sponsored Event" in all publicity and advertisements.
- Permits issued within 30 days of event must be paid by cash or credit card.
- 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.
- **Cancellation of a rental made 90 days in advance of the event will receive a full refund. Cancellations made prior to 30 days of event will receive a 50% refund. After 30 days no refunds will be issued.**
- Permits are subject to cancellation by the BTPD upon notification to applicants with refunds to be made pursuant to the refund policy. The Bourbonnais Township Park District Reserves the Right to close facilities in the event of dangerous weather conditions.
- Deposits may be returned within 3 to 4 weeks after rental as long as there were no damages or additional fees.

Applicant Signature: _____

Date: _____

BTPD Staff Signature: _____

Date: _____



Bourbonnais Township Park District Facility Use Agreement

(I) (We), the undersigned lessee(s) agree to lease the following facility of the Bourbonnais Township Park District (hereinafter "BTPD"), Recreation Station, 770 E Franklin Street, Bradley, IL 60915.

Date(s): _____ Time: _____ Activity: _____ Expected Attendance: _____

Facility Fee: \$ _____, plus Security Deposit Fee; \$ \$100.00 Total: \$ _____

RECITALS

- A. As used in this Agreement, "BTPD" includes its officers, officials, agents, employees and volunteers.
- B. As used in this Agreement, "premises" and "facilities" includes all leased facilities and common areas, including but not limited to parking facilities, restrooms, walkways, hallways, etc.

NOW, THEREFORE, in consideration of the recitals and representations herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. The Lessee(s) shall not enter, occupy or use this listed facility until the time(s) and date(s) specified above.
2. The Lessee(s) shall vacate the facility at the time(s) and date(s) indicated above or be charged a pro-rate amount for every one-half (1/2) of overtime use.
3. The Lessee(s) shall remit the full balance due for the rental of said facility upon reserving of said facility/property and immediately upon termination of rental period.
4. Lessee(s) shall be responsible for and will pay for any damage to BTPD property arising out of the use of the said facility pursuant to this Agreement, ordinary wear and tear excepted.
5. That the BTPD does not assume any liability for property loss or stolen on the BTPD premises, or for personal injuries sustained on the premises during Lessee(s) use of the premises and Lessee(s) hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that Lessee(s) may sustain as a result of this Agreement. Lessee(s) further agrees to waive and release the BTPD from any and all losses, claims, suits or judgments or damages that Lessee(s) might sustain as a result of any and all activities connected with or associated with this Agreement.
6. That no BTPD equipment or property shall be removed from the premises without permission of the BTPD Executive Director.
7. That, unless otherwise permitted, no beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the BTPD under this Agreement. Additional forms and charges apply for use of alcoholic beverages. All alcohol permits are subject to approval of the BTPD Executive Director. An additional deposit is required for all rentals with alcohol use.
8. If applicable, (I) (We), agree to wash, clean and put away all dishes, clean tables, chairs and, bag all garbage and/or restore the facility to its prior condition, ordinary wear and tear accepted unless clean-up plan is agreed upon by BTPD staff in writing.
9. Lessee(s) shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the BTPD's attention any potential dangers, safety hazards or problems.
10. Lessee(s) is solely responsible for providing any and all supervision at all times during Lessee(s) use of any facility, including but not limited to the leased facility, and all common areas. Further, Lessee(s) shall be responsible for ensuring that Lessee's guests and invitees comply with all applicable rules and regulations pertaining to use of BTPD facilities. Lessee(s) must be over the age of 21. 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.

11. Lessee(s) shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement. Lessee's misuse of facility privileges, including misuse by any member of Lessee's group, may result in denial of future rental requests by Lessee(s).
12. That this agreement for lease of the BTPD facility will not be entered into by the BTPD unless said Agreement is signed and delivered to the Office of the BTPD at the above address with appropriate security deposit.
13. Cancellations of a rental made 90 days in advance of the event will receive a full refund. Cancellations made prior to 30 days of event will receive 50% refund. After 30 days no refunds will be issued.
14. It is fully understood and agreed by the parties that the Lessee(s) guarantees to defend, indemnify and hold harmless the BTPD, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.
15. _____ If applicable, Lessee(s) shall keep in force, to the satisfaction of the BTPD, at all times relevant hereto, liquor liability, general liability and bodily injury insurance in amounts of \$1,000,000.00 for each person and each occurrence, and property damage insurance in amounts of \$1,000,000.00 for each occurrence and aggregate total. The Lessee(s) agrees that before the covered function(s) may commence on BTPD property/facility, the Lessee(s) shall furnish Certificates of Insurance for the insurance coverage required herein, naming the BTPD as an additional insured.

Proof of insurance must be provided 30 days prior to the event.

The insurance shall contain no special limitation on the scope of protection afforded the BTPD and shall contain a "contractual liability" clause.

Lessee's insurance shall be primary insurance as respects the BTPD. Any insurance or self-insurance maintained by the BTPD shall be in excess of Lessee's insurance and shall not contribute with it.

Lessee's insurer shall agree to waive all rights of subrogation against the BTPD.

Before this Agreement goes into effect, Lessee(s) shall deliver to the BTPD a Certificate of Insurance satisfactory to the BTPD.

16. Lessee(s) shall comply with any and all applicable facility rules and regulations, ordinances and permit procedures.
17. This Agreement may not be assigned by Lessee(s) without the BTPD's prior written consent.
18. This Agreement represents the entire understanding between the parties. This Agreement may be modified or altered only by further agreement in writing between the parties.
19. Interpretation of this Agreement shall be governed by the laws of the State of Illinois.

The following facilities/property are available for lease: _____

All facilities close at _____ Equipment required: _____

Name (Please Print): _____

Address: _____

Signature: _____ Date: _____

(Lessee or a duly authorized representative)

Bourbonnais Township Park District Staff Signature: _____

Title _____ Date: _____

Please make checks payable to the B.T.P.D.