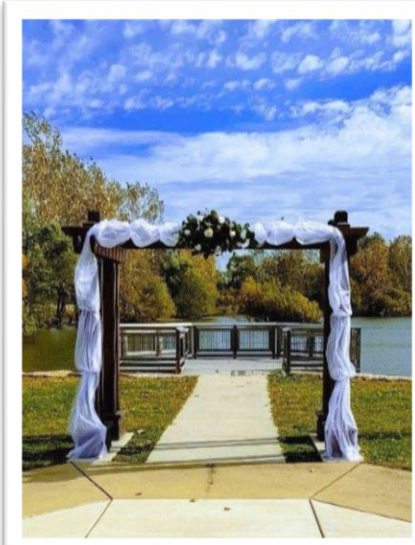
Bourbonnais Township
PARK DISTRICT

Willowhaven
Park & Nature Center
Rental Packet 2023-2024



Located:
1451 N 4000 E Rd
Kankakee, IL 60901
Phone: 815-933-9905 Ext. 4
Hours: Tuesday – Friday - 9:00 AM to 1:00 PM
Visit btpd.org for weekend hours & activities

Bourbonnais Township PARK DISTRICT
Willowhaven Park & Nature Center

2023-2024 PERMIT APPLICATION
WILLOWHAVEN NATURE CENTER

a facility of the Bourbonnais Township Park District
mailing address: 459 N. Kennedy Drive, Bourbonnais, IL 60914
facility address: 1451 N. 4000E Road, Kankakee, IL 60901
phone: 815-933-9905 option 4 fax: 815-933-5468

Activity Questions		
Is this event open to the public?	Yes	No
Will vendors/caterers be at this event?	Yes	No
Outside of areas rented, will you be using other parts of the park for organized activities? (i.e. trails, fields)	Yes	No

Name: _____ Organization Name (if applicable): _____

Physical Address: _____
Street City Zip Code

Home Phone: (____)_____Cell Phone: (____)_____ Other Phone: (_____)_____

Email Address: _____ Date of Birth:_____/_____/_____

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

Activity: _____ Expected Attendance:_____

Minimum 2 hour rental required. Special set up requests due 48 hours prior to rental and additional fees apply. Rental fees are due at the time of registration or a minimum of a $500.00 deposit/down payment is due in order to hold a date.

Rental Options	Fees: Resident/ Non-Resident	Total Fee
Facility Rental-Max capacity for event: 95* Includes: Main Hall, Kitchenette, outdoor gardens, use of 12 round tables, 4 rectangle tables, 95 chairs, hanging lights & electrical access. All wall displays and non-permanent exhibits are put away.	$175/$195 per hour	
Nature Party Package- Max for Sit-down event: 95* Includes: Main Hall, kitchenette & outdoor gardens. Wall displays & most exhibits remain out during rental. Use of 12 round tables, 4 rectangle tables, 95 chairs, hanging light use & electrical access.	$425/$450 (4 hour package)	
Additional Party Package Hours	$100/$125 per hour	
Wedding Reception Package- Max for Sit-down event: 95* Includes: Main Hall, Kitchenette, outdoor gardens, use of 12 round tables, 4 rectangle tables, 95 chairs, hanging light use & electrical access. All wall displays & non-permanent exhibits are put away. Package included Friday evening from 5-8:00pm and following Saturday 1:00pm-midnight. Items can be stored in the facility overnight from Friday-Saturday. **14 total hours**	$2,300/$2,600 (14 hour package)	
Additional Wedding Reception Package Hours	$175/$195 per hour	
Fire Pit add-on = renter provides firewood and water to extinguish fires.	$50 per day	
Table/chair Set-up & Clean-up Package- includes round table, banquet table & chair set-up and tear down- indoors and/or outdoors.	$400 for package	
Weekday Luncheon Package- Max for Sit-down: 95* Available: December-February weekdays only from 9 a.m.-3 p.m. Includes: Main Hall, kitchenette, use of 12 round tables, 4 rectangle tables, chairs, hanging lights & electrical access. Wall displays & holiday decorations remain out during rental.	$300/$350 (6 hour package)	
Program Add-on= Scavenger Hunt with prizes	$35 per program	
Non-Refundable late booking/change fee- charged if booked or changes to rental time/date/room/packages are made less than 14 days of event date.	$50 per occurrence	
Security Deposit (required)- refunded 1-3 weeks after rental provided all rules are followed	$100.00 (deposit)	**$100.00**
Alcohol Deposit (if applicable)- refunded 1-3 weeks after rental provided all rules are followed. |	$500	$
SUBTOTAL (including deposits)		$
	TOTAL FEES DUE (including deposits)	**$**

*Rental capacities are subject to change based on State mandated group gathering restrictions.

Applicant Signature **Date**

FOR OFFICE USE ONLY: Receipt#:_____ Reservation #: _____ HH#: _____ BTPD Rental Agreement:_____

Proof of Insurance:_____ Alcohol at Event: Yes No Alcohol Permit Submitted:_____ Set-up Request Submitted: _____

Date Paid: _____ Amount Paid: _____ Clerk: _____ Method of Payment: _____ Check or Auth#:_____

Balance Paid: _____ Amount Paid: _____ Clerk: _____ Method of Payment: _____ Check or Auth #:_____

Special Authorizations: _____ Deposit Refunded: _____

Bourbonnais Township
PARK DISTRICT

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:

- The facility/park address is 1451 N. 4000 E Road in Kankakee, IL 60901. Any correspondence needs to go to the office mailing address of 459 N. Kennedy Drive in Bourbonnais, IL 60914.
- All permits, balances and proof of insurance need to be turned in 30 days prior to the event date or a late fee of $50 will be accessed.
- Smoking is not allowed anywhere in the Willowhaven Park and Nature Center.
- 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/guests are not allowed behind the front desk. Front desk may not be used for food or drink service area. Items may be set on the desktop for decorative purposes or as a sign-in area.
- Renter is responsible for table and chair set-up and tear-down unless otherwise indicated on the permit application. Additional fees apply for set-up & tear down services. ($400 package)
- **No driving or parking on grass, trails or sidewalks** unless approved by authorized BTPD staff in writing. Violators may be towed at owner's expense and security deposit will be forfeited.
- Signs, decorations and/or balloons can be placed at the entrance to the park provided they are removed at the conclusion of the rental. Decorations may not block any roadways or signs in the park.
- Renters may decorate the pergola on the Octagon patio for events provided all decorations are removed after the rental and no damages are done to the structure.
- Flower petals, bird seed and/or confetti are not allowed in outdoor rented areas. Bubbles may be used.
- Grilling is allowed in the park but not under any permanent structures or trees. **Gas grills only. No charcoal grills or portable fire pits allowed.**
- BTPD Fire pit use is an add-on to the Willowhaven facility and renter is responsible for providing local wood, ignition supplies and extinguishing supplies.
- Permits are issued only for an assigned area of park or facility. Public is still welcomed to use other areas of park or unrented areas of a 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. Any publicized events must have "This is not a Bourbonnais Township Park District Sponsored Event" in all publicity and advertisements.
- Sound equipment, D.J's, and bands for outdoor events must be approved by authorized BTPD staff prior to event.
- Loft space is for BTPD staff and authorized personnel only. Seating is not available in the loft space.
- Animals are not allowed inside any BTPD facilities, with the exception of service animals. Animals are allowed at any BTPD park, provided said animal is leashed. Pet owners are responsible for picking up their animal waste.
- **Alcohol is allowed in rental areas with approved alcohol permit, additional deposit and proof of host liquor liability insurance. See alcohol permit for details.** The Bourbonnais Township Park District's recommended insurance provider is The Event Helper. https://www.theeventhelper.com/partner/pdrma
- Permits are subject to cancellation by the BTPD upon notification to applicants with refunds to be made pursuant to the refund policy. This includes dangerous weather conditions or hazardous conditions at the location.
- Rental capacities are subject to change based on State Mandated Gathering restrictions.
- Deposits are returned within 1 to 4 weeks after rental as long as there were no damages or rule infractions.
- **Cancellation of a rental made 90 days in advance of the event will receive a full refund. Cancelations made prior to 30 days of event will receive a 50% refund. After 30 days no refunds will be issued.**
- Cancellations based on State mandated gathering restrictions will be reviewed on a case by case basis.
- During times of a public health epidemic, the park district recommends all patrons wear mask and practice 6-foot social/physical distancing whenever possible.

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"), Willowhaven Nature Center, 1451 N 4000 E Rd., Kankakee, IL 60901 (mailing address is 459 N Kennedy Drive, Bourbonnais, IL 60914)

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

Facility Fee: $_____, plus Security Deposit Fee; $100.00 & Alcohol Deposit: $ _____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, unless payment plan is agreed upon by BTPD staff in writing.
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, proof of insurance and charges apply for use of alcoholic beverages. All alcohol permits are subject to approval of the BTPD Executive Director. An additional $500.00 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. That either party hereto may cancel this Agreement by delivery of written notice to the other party at least 30 days prior to the scheduled hour as hereinbefore designated. If this Agreement is so canceled, Lessee(s) will receive a 100% refund if cancellation is made within 90 days, Lessee(s) will receive a 50% refund if cancellation is made within 30 days. After 30 days, no refund 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.

    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.

20. Permits are subject to cancellation by the BTPD upon notification to applicants with refunds to be made pursuant to the BTPD refund policy. The Bourbonnais Township Park District Reserves the Right to close facilities in the event of dangerous weather conditions.

    The following facilities/property are available for lease: Willowhaven Nature Center
    All facilities close at Midnight. Equipment required: 12- 60" round tables and 95 folding chairs, 4- 8' banquet tables & 1 6' banquet table

Lessee/Organization Name (Please Print):_____

Address_____

Signature_____ **Date:** _____
(Lessee or a duly authorized representative)

Bourbonnais Township Park District Staff Signature: _____

Title_____ Date:_____

Event reminders for Willowhaven Center

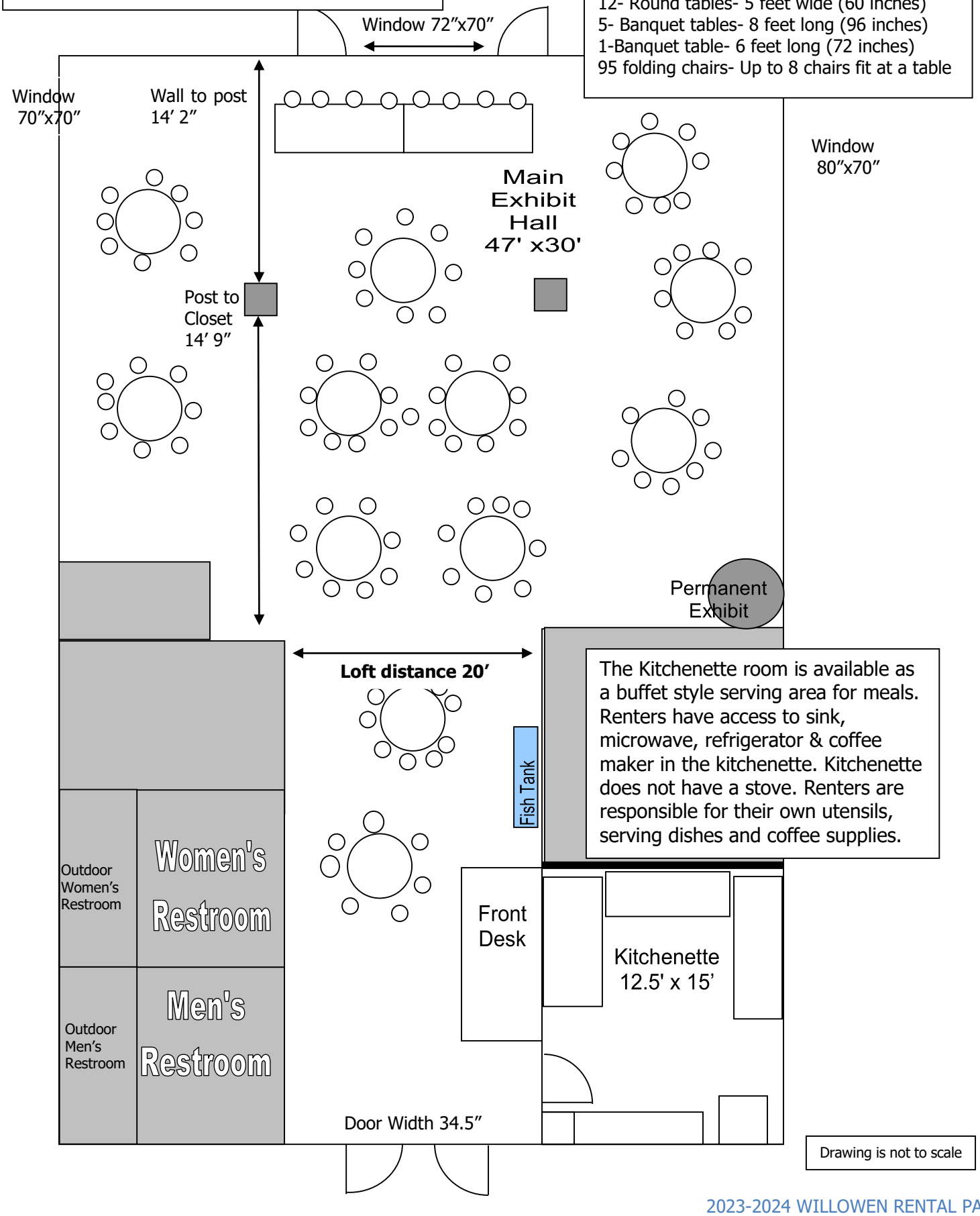
- Cancellation of a rental made 90 days in advance of the event will receive a full refund. Cancellations made prior to 30 days of event will receive a 50% refund. After 30 days no refunds will be issued.
- Cancellations of a rental due to State mandated restrictions are reviewed on a case by case basis.
- Deposits may take 1 to 4 weeks to refund after rental as long as there were no damages, rule infractions, or additional fees. Payments made with credit card are refunded back to the credit card when possible; all other payments will be refunded with a park district issued check.
- Rental capacities are subject to change based on State Mandated Gathering Restrictions.
- During times of public health epidemics, the Park District recommends all patrons wear mask and practice 6-foot social/physical distancing whenever possible.
- Use of nails, tacks, or any hanging device that may damage walls, railings, or ceilings are **prohibited**.
- A staff person will be on site during all building rentals and are responsible for opening the facility, closing the facility and taking trash out of the facility.
- **Renters can only access the facility during rented time.** Early or late access to the facility will result in additional rental fees as potentially a late change fee.
- The Willowhaven Center will not store supplies overnight for rentals with the exception that the Wedding reception package does include overnight storage Friday-Saturday only. The Willowhaven Nature Center is not responsible for items left inside the building after rented hours.
- **Renters are responsible for the set-up of tables and chairs, unless set-up/clean-up plan has been approved by BTPD staff in writing**. BTPD Staff cannot set up any non-park district tables & chairs, equipment, lighting or decorations.
- Hanging lights are a permanent fixture in the nature center and cannot be taken down for rentals. All rentals get use of the hanging lights at no additional charge.
- Kitchenette room has a sink, microwave and refrigerator that renters are welcome to use.
- **For Alcohol Use:** renter must provide proper alcohol permit, additional alcohol deposit and proof of insurance and permit must be approved at least 30 days prior to event.
    - For Insurance coverage, the BTPD recommends **The Event Helper.com**. https://www.theeventhelper.com/partner/pdrma.
    - Insurance must include: General Liability, Host Liquor Liability, Bodily Injury, and Property Damage.
    - "Bourbonnais Township Park District, 459 N Kennedy Drive, Bourbonnais IL 60914" must be listed as an "additional insured" in the description on the insurance form and as a certificate holder. (Event helper insurance certificates do this automatically when the Bourbonnais Township Park District is selected as the event location)
    - Kegs and hard liquor are not permitted; Beer, wine, wine coolers, hard cider, hard rootbeers, and hard lemonades are permitted.
- Octagon patio and adjacent gardens next to center are included with all facility rentals. Renter is responsible for the removal of wildlife waste from patios. Flower petals, both real and artificial, birdseed and confetti are prohibited in outdoor areas of the park.
- Driving on grass, sidewalks & trails is prohibited unless apprioved in writing by BTPD authorized staff.
- Due to garden paths and underground utilities, large event tents can only be places in designated areas and are approximately 300 feet away from the center. Additional fees apply for renting outdoor spaces and picnic shelters at Willowhaven Park.

Please let us know if you have questions at (815) 933-9905 ext. 4 or email Willowhaven@btpd.org & thank you for having your event at the Willowhaven Park & Nature Center!

Willowhaven Rental set-up Example
Set-up requests must be submitted at least 48 hours prior to an event for set up/clean up package only.

Available equipment

12- Round tables- 5 feet wide (60 inches)
5- Banquet tables- 8 feet long (96 inches)
1-Banquet table- 6 feet long (72 inches)
95 folding chairs- Up to 8 chairs fit at a table



The Kitchenette room is available as a buffet style serving area for meals. Renters have access to sink, microwave, refrigerator & coffee maker in the kitchenette. Kitchenette does not have a stove. Renters are responsible for their own utensils, serving dishes and coffee supplies.

Drawing is not to scale

Willowhaven Nature Center
Set-up/Clean-up Package Floor Plan

Floor plans are required for rentals with Table/Chair Set-up/Clean-up Package only.

Please return floor plans to the Willowhaven Nature Center 48 hours prior to your rental.

Name:_____

Rental Date:_____

Type of Event:_____

Special requests:_____

_____

*We will do our best to accommodate any set up requests to the best of our abilities. We may not be able to accommodate all requests.

Floor plans can be submitted by:

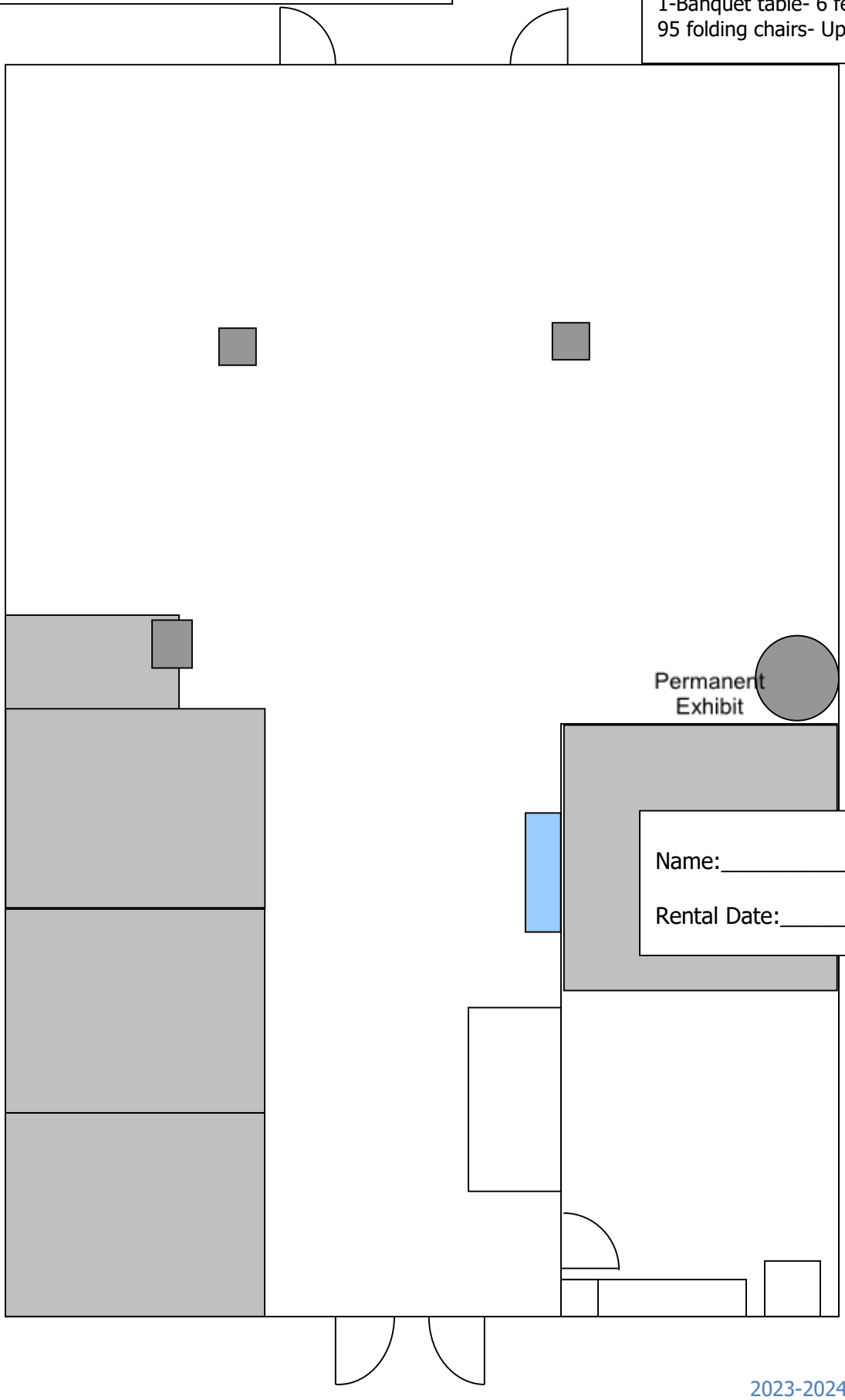
- Mail to the Bourbonnais Township Park District at 459 N. Kennedy Drive, Bourbonnais, IL 60914.
- Fax to (815) 933-5468
- Deliver to the Front Desk at the Willowhaven Nature Center
- Email a photo or PDF file of the floor plan set-up to willowhaven@btpd.org

Please let us know if you have any questions at (815) 933-9905 ext. 473!

Use this template to show where tables and chairs are to be set-up. We will do our best to set up as shown, however, not all request can be honored.

Available equipment

13- Round tables- 5 feet wide (60 inches)
5- Banquet tables- 8 feet long (96 inches)
1-Banquet table- 6 feet long (72 inches)
95 folding chairs- Up to 8 chairs fit at a table



Drawing is not to scale

Name:_____

Rental Date:_____

Bourbonnais Township Park District
APPLICATION FOR LIQUOR USAGE

Social consumption is permitted. No sale of alcohol is allowed. Consumption of alcohol is only permitted in the area(s) rented at the Willowhaven Nature Center. Specific rules apply.

Name of Group or Individual:_____

Address:_____

Home Phone: (_____)_____ Cell: (_____)_____ Work: (_____)_____

Type of Activity:_____ Birthdate:_____/_____/_____

Estimated Number of Guests:_____ Estimated Number of Guests Under 21: _____

Date of Event: _____/_____/_____ Time: Start:_____ Finish:_____

Security Deposit Required: $500.00 **Office Use Only:** Security Guards Required?: ____ Y ____ N How Many:_____

The following procedures must be adhered to and completed prior to and during the proposed activity:
Please initial next to each of the following:

____ Complete all registration procedures and pay all required fees 30 days before the event.

____ Renter must provide proof of liability insurance at maximum coverage limits, ($1,000,000.00), including Host Liquor Liability coverage, General Liability, Property Damage and Bodily Injury coverage, and name the Bourbonnais Township Park District as an additional insured and certificate holder. The BTPD recommends theEventHelper.com for host liquor liability insurance. https://www.theeventhelper.com/partner/pdrma.

____ Provide alternate beverage and food for the period of time in which alcohol is served.

____ **Kegs, Party Balls, & Hard liquor are prohibited.** Champaign, wine, beer, hard cider, hard lemonades, seltzers & wine coolers are permitted.

____ Glass containers/bottles are not permitted on dance floors. Please pour beverages into plastic cups.

____ Provide designated bartenders for the period of time alcohol is dispensed. Bartenders must supervise the distribution of alcohol at all times and must be over 21 years of age. Bartenders do not have to be Basset certified or a licensed bartender.

____ Consumption of alcohol is only permitted in the area(s) rented for the event. In the event applicants are not in compliance with all park regulations, previously listed, all deposits will be forfeited. **NO EXCEPTIONS.**

____ Alcohol is only permitted in the garden and patio areas surrounding the Willowhaven Nature Center. Alcohol is not allowed on the trails, in the parking lot or in non-rented areas of the park.

Additional Terms & Conditions for Liquor Rental

Distribution of alcoholic beverages by renters shall only be permissible if the following conditions are met:

- The distribution shall be limited to beer, champagne, wine, hard ciders/drinks & wine coolers only, and must be provided to the guests free of charge.
- **Renter must provide proof of liability insurance at maximum coverage limits, specifically, One Million Dollars ($1,000,000.00), including Host Liquor Liability coverage, General Liability, Property Damage and Bodily Injury coverage, and name the Bourbonnais Township Park District as certificate holder and as an additional insured**. Please use Bourbonnais Township Park District address at 459 N Kennedy Drive in Bourbonnais IL 60914.
- A copy of the Certificate of Insurance must be received at the central office of the Bourbonnais Township Park District (Perry Farm House at 459 N Kennedy Drive, Bourbonnais, IL 60914) at least 30 days prior to the date of the event. The individual renting the facility shall be responsible for enforcing all local ordinances and state laws pertaining to the distribution of alcohol. If it is established that this provision has been violated, all evidence of the violation will be turned over to the appropriate authorities for use in prosecution.
- The individual renting the facility may be required to provide and pay for an off duty-police officer as a security officer(s) to police the event; the name, and phone number of such person(s) shall be provided to the Bourbonnais Township Park District before the application is granted. The number of security officers required for the event shall be determined by the Executive Director after submission of the application.
- The Park District shall have the absolute right to refuse service of any additional alcoholic beverages to any person(s) who appear to be intoxicated, and to ask such individuals to leave the facility if they become belligerent or abusive. Police shall be called to the facility to assist if necessary.
- The Park District shall require a security deposit from any renter who will be holding an event at which alcoholic beverages will be served; the security deposit shall be $500.00. The security deposit shall be held for a minimum of 36 hours following the event, and shall be returned to the renter less any sums required to: The district has the right to withhold any/all of his/her security deposit to cover the costs of repair, and to demand and receive payment from him/her for any costs over and above those which are covered by the application of the security deposit.
- The facility must be cleaned and any trash must be placed in provided receptacles, unless a clean-up agreement had been agreed to in writing prior to the start of the event, or else pay a minimum cost of $100.00 per hour, plus costs of supplies.
- Any damage caused by the renter, or guests in attendance at the event is subject to the following: If the damage is repaired by Bourbonnais Township Park District personnel, the labor charge will be $100.00 per hour, plus costs of supplies and materials. If the damage is repaired by persons/companies other than the Bourbonnais Township Park District, the cost shall be as submitted to the District by such service provider.

I agree to all terms and conditions listed in this agreement

_____	_____	_____	_____
Applicant's Signature	Date	Executive Director Approval	Date