

# Willowhaven

## Pavilion and Outdoor Areas Rental Packet



**Located:**

1451 N 4000 E Rd  
Kankakee, IL 60901

Phone: 815-933-9905 Ext. 2

Visit [btpd.org](http://btpd.org)



# WILLOWHAVEN PARK RENTAL APPLICATION

Mailing address: 459 N. Kennedy Drive, Bourbonnais, IL 60914  
Park address: 1451 N. 4000E Road, Kankakee, IL 60901  
Phone: 815-933-9905 option 2 FAX: 815-933-5468

\*This Rental Permit Application is for groups of 150 people or less. Rentals expecting over 150 people, hosting vendors or hosting an athletic/walk event need to apply for a special event permit.

Name: \_\_\_\_\_

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: \_\_\_\_\_ (# Not to Exceed 150 people\*)

Electricity is included at pavilion and amphitheater locations. Restrooms are located on North Side of Center.			
Activities/Rentals	Available Times	Fees: Resident/NR	Total Fee
Field Rental all day (Field # _____)	Sunrise-Sunset	\$145/\$165	
Octagon Garden Patio - 6 Hour rental	6am-12am	\$150/\$175	
Octagon Garden Patio - All day	6am-12am	\$350/\$375	
Pavilion - 6 Hour rental	6am-12am	\$150/\$175	
Pavilion- All day	6am-12am	\$350/\$375	
Pavilion & Octagon Garden Patio - 6 Hour rental	6am-12am	\$300/\$350	
Pavilion & Octagon Garden Patio - All day	6am-12am	\$625/\$700	
Amphitheatre - 6 Hour rental	Sunrise-Sunset	\$150/\$175	
Amphitheatre - All day	Sunrise-Sunset	\$350/\$375	
Non-Refundable late booking / change fee- charged if booked or changes to rental time/date made less than 14 days of the event date		\$50 per occurrence	
<b>Security Deposit- Refunded after rental if all rules were followed.</b> (Required for all rentals) Security deposits alone will not hold a date.		<b>\$100</b>	<b>\$100.00</b>
<b>Alcohol Deposit- Refunded after rental if all rules were followed</b> Permit and Proof of insurance also required-see rules for details		<b>\$500</b>	
All rental fees are due at the time of registration or a minimum of a \$500 deposit is due to hold a date.		<b>TOTAL FEES DUE</b> (including security deposit(s))	

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

Alcohol permit and proof of insurance needs to be received 30 days prior to the event date or a late fee of \$50 will be assessed. The Bourbonnais Township Park District recommended insurance provider for rentals is Event Helper. For more information check out: <https://www.theeventhelper.com/partner/pdrma>

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY:** Receipt #: \_\_\_\_\_ Reservation #: \_\_\_\_\_ HH#: \_\_\_\_\_ Staff notified: \_\_\_\_\_

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

Logged on Spreadsheet: \_\_\_\_\_ Park Staff Notified: \_\_\_\_\_ Deposit Refunded: \_\_\_\_\_ Insurance Certificate \_\_\_\_\_

Special Request/Accommodations: \_\_\_\_\_

**Please review below:**

- **No parking on grass, roadways or sidewalks** unless approved by authorized BTPD staff. Violators may be towed at owner's expense. Parking is only allowed in designated parking areas.
- **No driving on park trails, sidewalks or grass** unless approved in writing by authorized BTPD staff.
- **Marking on the trails is prohibited.** This includes temporary field paint and chalk. Use of cones, signs and tape are permitted provided they are removed at the end of the rental.
- The road ways of the park cannot be blocked off for events. For run/walk events, participants must remain on trails or on grass alongside the road.
- Use of flower petal (real or artificial), birdseed, confetti, streamers and rice are prohibited in the park. Bubbles are welcome at events.
- No Nails, tacks, or use of permanent fasteners to attach decorations or signs to any park district building or fixture.
- Grilling is allowed in the park but not under any permanent structures or trees. **Gas grills only.** No charcoal grills are allowed.
- **No smoking** in the park or in any park district facilities.
- Events with over 150 participants are subject to additional fees.
- Any publicized events must have "This is not a Bourbonnais Township Park District Sponsored Event" in all publicity and advertisements.
- Permits are issued only for an assigned area of park or facility. Public is welcome to use other areas of park and/or trails.
- 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 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 stating the Bourbonnais Township Park District is listed as additional insured must be provided by all vendors 30 days prior to the event.**
- Tents may not be provided by any other companies unless authorized by BTPD staff. Personal pop- up tents (10' x 10' or 12' x 12') are permitted.
- Picnic tables must remain in their designated areas. If a picnic table is moved, it needs to be returned to its original location at the end of the event.
- Animals are allowed at any BTPD park, provided said animal is leashed. Pet owners are responsible for picking up their animal waste.
- All activities are subject to approved ordinances and policies.
- Payments made within 14 days of an event must be paid by cash or credit card.
- 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. This includes dangerous weather 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. Cancellations made prior to 30 days of event will receive a 50% refund. After 30 days, no refunds will be issued.**
- 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 agrees they have read and will abide by the requirements listed and described above. Applicant also understands that the Bourbonnais Township Park District (known as BTPD) has the right to hold the amount of the deposit due to persons attending the event not abiding by the expectations listed above.

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 Park, 1451 N. 4000E Road, Kankakee, IL 60901.

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.
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 expected.
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) will set up the site for my/our function. (I) (We) will take down decorations after my/our function. (I) (We), agree to, clean tables, chairs and, bag all garbage and/or restore the facility to its prior condition, ordinary wear and tear accepted.
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, 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 Bourbonnais Township Park District as an additional insured and certificate holder.

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: \_\_\_\_\_

Lessee/Organization 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.**

## Event reminders for Willowhaven Park Facilities

- 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 posts, railings, or ceilings are prohibited.
- Renters can only access the facility during rented time. Early or late access to the facility will result in additional rental fees as well as a late change fee.
- The Willowhaven Park will not store supplies overnight for rentals with the exception that the Wedding reception package does include overnight storage Friday-Saturday only.
- The Bourbonnais Township Park District is not responsible for items left in the park.
- 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.
- Picnic tables at the pavilion may be moved around by the renter for an event. Renter is responsible for returning picnic tables to their original location after their rental. BTPD staff will not move picnic tables for pavilion rentals. Failure to return picnic tables to original locations may result in deposit forfeiture.
- **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 root beers, and hard lemonades are permitted.
  - Alcohol is only permitted in rented areas, and not allowed on trails, playground or parking lot.
- Renter is responsible for the removal of wildlife waste from outdoor rented areas.
- Bounce houses are permitted in designated areas provided the renter provides proof of insurance.
- For the Safety of the park wildlife, flower petals, both real and artificial, birdseed, streamers, rice and confetti are prohibited in outdoor areas of the park. Renters are recommended to use bubbles for celebrations.
- Due to garden paths and underground utilities, large event tents can only be placed in designated area. Personal pop-up tents (10'x10' or 12'x12') are permitted in rented areas.
- Public restrooms are available on the North side of the Willowhaven Center.

Please let us know if you have questions at (815) 933-9905 ext. 2 or email [Willowhaven@btpd.org](mailto:Willowhaven@btpd.org) & thank you for having your event at the Willowhaven Park!



# Willowhaven Park & Nature Center

**Bourbonnais Township**  
**PARK DISTRICT**  
 btpd.org



## Amenities

- 1 Dog Park
- 2 Shelter
- 3 Nature Center
- 4 Playground
- 5 Amphitheatre
- 6 Disk Golf
- 7 Fitness station
- 8 Pavilion
- P Parking
- O Overlook



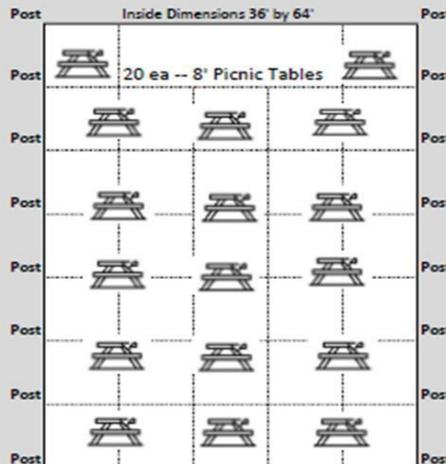
Lighting, Power & Trash Cans

Grass Area

(Possible 30 x 90 Tent Area)

## Pavillion Layout with Dimensions

Roof Coverage 40' by 70'



Grass Area with 2 Bean Bag Games



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# Bourbonnais Township Park District APPLICATION FOR LIQUOR USAGE

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

Name of Group or Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Type of Alcohol: \_\_\_\_\_

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 EventHelper.com for host liquor liability insurance.
- \_\_\_\_\_ 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 & wine coolers are permitted.
- \_\_\_\_\_ Provide designated bartenders for the period of time alcohol is dispensed. Bartenders must supervise the distribution of alcohol at all times.
- \_\_\_\_\_ 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 prohibited on the trails, parking lot and non-rented areas of the park.

Signature: \_\_\_\_\_ agrees to hold harmless and indemnify the Bourbonnais Township Park District Employees, and Bourbonnais Township Park District Commissioners from any damage, injury, or expense which might arise out of their use or their guest's use of park facilities. The Park District, Bourbonnais Township Park District Employees and Bourbonnais Township Park District Commissioners assume no responsibility for the use of alcoholic beverages in regard to this application.

### **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 & 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 BTPD 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