



Buffalo Grove Park District

2008 Park Permit Application Form

Date of Application: _____
 (Must be at least 1 week prior to date requested)

Date Requested: _____

Time Requested: _____ TO _____

Organization Name

Contact Person: _____
 (Signature is required on reverse side.)

Address

Town and Zip

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Purpose of Request:

- Family Picnic Birthday Party
- Team Party Company Picnic
- Special Event for Organization
- Other: _____

Park Requested:

- Willow Stream Park Busch Grove** Apple Hill
- Shelter #1 (South)* Woodland Park Other: _____
- Shelter #2 (North) Green Lake Park

Number of expected participants: _____

*Grills and open fires are not allowed at this shelter.
 ** Exclusive rental of inline rink is \$25 per hour.

Amenities Requested:

- Baseball / Softball Field Sand Volleyball Court Soccer Field / Open area
- Basketball Court Other: _____

Frisbee Golf and Playgrounds can not be reserved for exclusive use.

Fees:

These fees are non-refundable and are exclusive of any deposit and/or rental charges.

	<u>Mon - Fri</u>	<u>Sat, Sun & Holidays</u>		<u>Mon - Fri</u>	<u>Sat, Sun & Holidays</u>
Residents:	\$10.00	\$20.00	Resident Corporations:	\$30.00	\$50.00
Non-Residents:	\$15.00	\$30.00	Non-Resident Corporations:	\$45.00	\$75.00
<i>Nonprofit Organizations:</i>					
Resident	\$10.00	\$20.00			
Non-Resident	\$20.00	\$30.00			

Groups of 50 or more please read the attached addendum.

Deposits:

Resident and non-resident groups under 50 people require a \$50 deposit.
 Groups of 50 or more and all corporate parties require a \$100 deposit.
 Deposits are required from all groups using any of the Park District fields and/or facilities. You will be charged for any damages, loss of keys or passes and time spent for clean up by our staff (if required). These charges will be deducted from your deposit. The Park District reserves the right to make adjustments in these fees as necessary. Damages over and above your deposit fee will be charged to the group and/or contact person named on this application.

Signature on back side required!

<u>CERTIFICATE OF INSURANCE</u> Received: Yes _____ No _____	
Fee Paid: _____ Cash / Check # _____	Received By: _____
Deposit Paid: _____ Cash / Check # _____	Date: _____
Credit Card: Visa / MC / Discover # _____	Vin # _____ Exp: _____
Signature for Credit Card: _____	

Certificates of Insurance are required when applying for groups of more than 50 people as well as from all schools, businesses/corporations prior to being issued a permit. All certificates must be site specific, date specific, and name the Buffalo Grove Park District as being additionally insured.

Rules Governing the Use of Parks and Fields covered by this Park Permit Form

1. Application must be made and permits signed by an authorized Park District representative and is valid ONLY on the dates and times shown.
2. Permits shall be canceled, should the Park District determine that usage will damage park/field conditions.
3. Permits may be canceled and future permits denied if and deposits lost if:
 - The individuals are in violation of any ordinances, rules or regulations of the Buffalo Grove Park District.
 - Participants engage in disorderly conduct.
 - Applicants fail to use the scheduled park/field or facility without notification to the Park District.
 - Applicants are found to be littering or damaging Park District property.
4. Absolutely no vehicles are allowed on bike paths. Violators are subject to ticket from the Buffalo Grove Police Department and will lose their deposit. No exceptions.
5. As per the Buffalo Grove Park District Ordinance No 93-3-2 Section 21. "A special use permit must be issued in order to operate any sound amplification device on park district property."
6. The posting of advertisement for any products or services for sale is not permitted. (BGPD Ordinance Book)
7. All fields and picnic areas shall be left clean of debris after usage.
8. Alcohol and smoking are not permitted on Park property for any reason.
9. Outdoor grilling must be done in designated areas only. All coals must be removed from the site. Coals from grills must be placed in dump locations as provided. It is illegal to dump coals in lakes, garbage cans or bury them on Park property. Violation of this will result in a loss of deposit. BGPD will not supply grills.
10. Playground areas may not be reserved by any party.
11. Persons may reserve facilities for their parties. Use of these areas during your time may occur by the general public. In the event that a league game is scheduled on a field, the league has precedence.
12. All outside vendors hired by your group must be issued a special use permit by the Buffalo Grove Park District and Certificates of Insurance from such vendors must also be provided.

It is fully understood and agreed to by all parties that the sponsoring organization guarantees to indemnify and hold harmless the Park District, its public officials, employees, volunteers and agents against any and all suits of any manner which might arise as a result of the covered activities and that the sponsoring organization agrees to defend said Park District, its public officials, employees, volunteers and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity or any damages, judgments or decree which might be awarded against said District in the event that the suit should be brought as the result of the covered activity (ies) as identified above.

I have read the rules governing the use of Park District facilities and agree that the group using the requested Park/Shelter on the above date and times will abide by them.

Signature Required _____ Date: _____
 (Permit Applicant)

When completed please mail to:
 Buffalo Grove Park District
 530 Bernard Dr. Buffalo Grove, Il. 60089 Attn: Kristy Vik
 Or fax to: Kristy Vik at (847) 459-7258

Permit Requirements:

- All rental agreements must be in writing. Application forms are available upon request. It is recommended that the person or persons in charge of the activity make arrangements and inspection of the park or field prior to the event.
- *All individuals and groups using Park District Facilities, Parks and Fields must abide by all local rules, regulations, laws and ordinances relative to the Buffalo Grove Park District, Village of Buffalo Grove and any regulatory authority.*
- *Organizations, businesses and individuals applying for the use of Park District Facilities, Parks and Fields must not discriminate against race, culture, religion or disability. Organizations, businesses and individuals with a history of discrimination or found to be involved in any discriminatory practices will be immediately denied access to Park District Facilities, Parks and Fields.*
- **Cancellation of reservations** must be done 7 days in advance of the scheduled rental time. Notification must be given to the Park Services Office at (847) 459-2321. Failure to do so will result in the forfeiture of the rental deposit.
- In the event the Buffalo Grove Park District should close parks and fields due to inclement weather a refund will be issued. When possible another date will be offered.
- Once a permit has been issued a \$10.00 service fee will be charged for each change made.
- As per the Buffalo Grove Park District Ordinance No. 93-3-2 Section 21. “A special use permit must be issued in order to operate any sound amplification device on park district property.”
- Applicants must provide a **Certificate of Insurance** naming the Buffalo Grove Park District, as additional insured will be required for all **groups over 50**.
- A **Certificate of Insurance** as well as proof of Liability & Workmen’s Compensation naming the Buffalo Grove Park District as additional insured for all caterers and vendors hired by the individual or group applying for a permit. This includes the rental of any temporary structures i.e. (tents, dunk tanks, inflatable structures, etc.)

Additional Fees:

- **Park Services staff** will only be available if requested in advance. An additional fee of \$25.00 per hour will be charged.
- A \$10.00 fee will be charged for each **temporary structure** erected i.e. (tents, dunk tanks and all inflatable structures).
- To cover wear and tear as well as maintenance for our parks and fields for **events over 50**, please refer to the following fee schedule. These charges will be made according to the number of people attending your event.
- | | |
|--------------------------|----------|
| ○ 51 - 100 participants | \$ 25.00 |
| ○ 100 – 150 participants | \$ 50.00 |
| ○ 151 – 200 participants | \$100.00 |
| ○ 201 – 250 participants | \$150.00 |
| ○ 251 – 300 participants | \$200.00 |
| ○ 300 & up participants | \$250.00 |