



RENTAL APPLICATION WILLOWHAVEN PARK

mailing address: 459 N. Kennedy Drive, Bourbonnais, IL 60914
 Park address: 1451 N. 4000E Road, Kankakee, IL 60901
 Phone: 815-933-9905 option 1
 FAX: 815-933-5468

This Rental Permit Application is for groups of 150 people or less. Rentals expecting over 150 people, are hosting vendors or are 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.

Activities/Rentals	Times	Fees: Resident/NR	Total Fee
Field Rental (Field # _____)	One Day	\$125/\$150	
Octagon Garden Patio -morning	7am-1pm	\$100/\$125	
Octagon Garden Patio -afternoon	2pm-8pm	\$100/\$125	
Octagon Garden Patio - all day	7am-12am	\$275/\$300	
Pavilion -morning	7am-1pm	\$125/\$150	
Pavilion -afternoon	2pm-8pm	\$125/\$150	
Pavilion- all day	7am-12am	\$300/\$350	
Pavilion & Octagon Garden Patio -morning	7am-1pm	\$225/\$275	
Pavilion & Octagon Garden Patio -afternoon	2pm-8pm	\$225/\$275	
Pavilion & Octagon Garden Patio - all day	7am-12am	\$500/\$600	
Amphitheatre -morning	7am-1pm	\$150/\$175	
Amphitheatre -afternoon	2pm-8pm	\$150/\$175	
Amphitheatre - all day	7am-12am	\$350/\$400	
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	
Security Deposit- Refunded after rental if all rules were followed. <small>(Required for all rentals) Security deposits alone will not hold a date.</small>		\$100	\$100.00
Alcohol Deposit- Refunded after rental if all rules were followed <small>Permit and Proof of insurance also required-see rules for details</small>		\$500	
All rental fees are due at the time of registration or a minimum of a \$500 deposit is due to hold a date.		TOTAL FEES DUE <small>(including security deposit(s))</small>	

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 trails, grass or sidewalks** unless approved 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** is allowed inside buildings or within fifty feet of any entrance to building or playground areas.
- 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 still 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 (BTPD only); unless authorized by BTPD staff. Personal pop up tents are allowed.
- Picnic tables must remain in their designated areas. If a picnic table must be moved, it needs to be returned at the end of the event.
- Animals are not allowed inside any BTPD facilities. Animals are allowed in BTPD parks, provided said animal is leashed. It is expected for owners/walkers to pick up after said animal.
- 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.
- Refunds or credits will not be issued due to weather. Only security deposit will be refunded.
- **Cancelations 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.**
- Deposits may be returned within 3 to 4 weeks following rental as long as there were no damages or additional fees.

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.

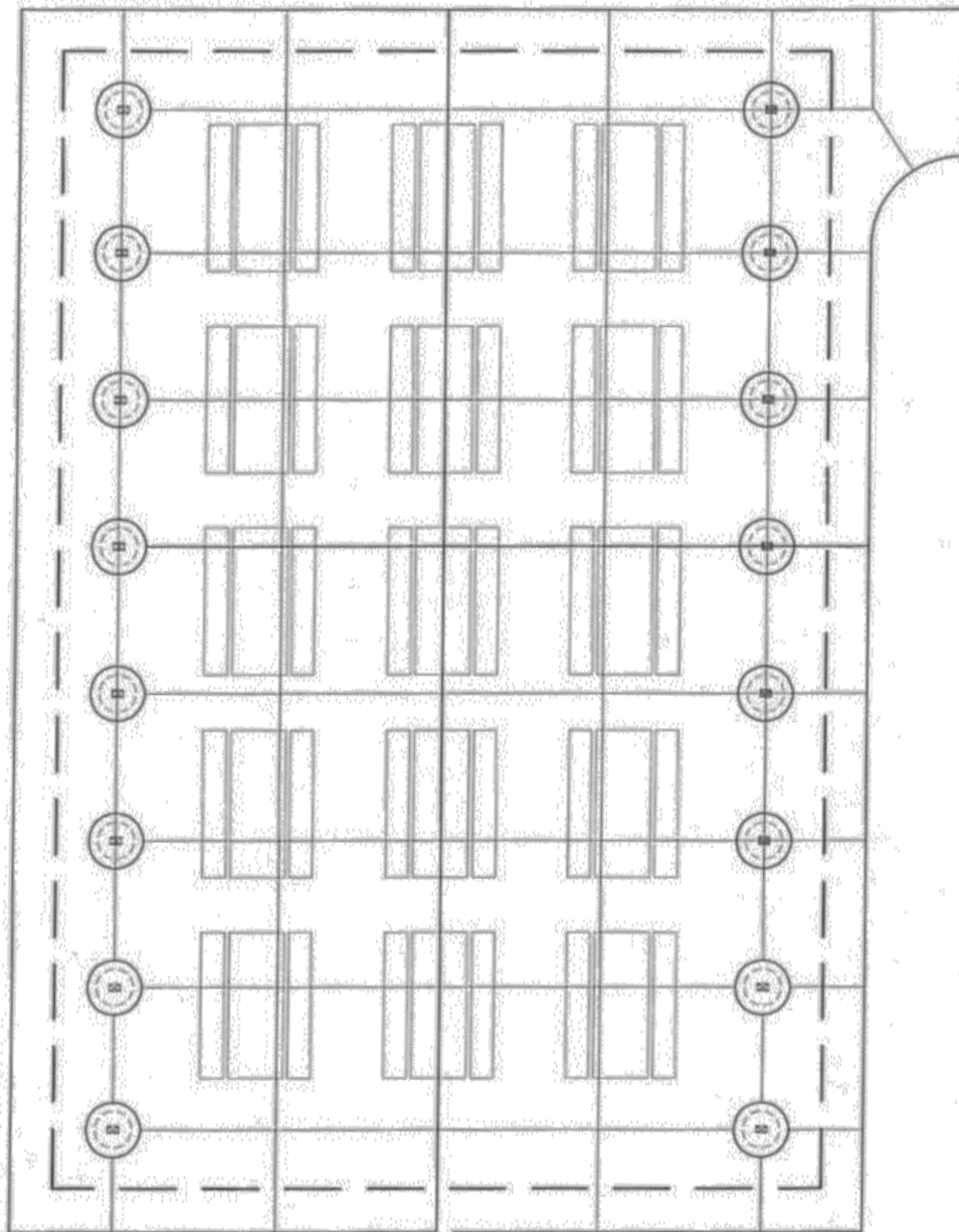
Event reminders for Willowhaven Park Facilities

Please understand the following...

- 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.
- Use of nails, tacks, or any hanging device that may damage walls, railings, or ceilings are prohibited.
- Renters are responsible for the set-up of tables and chairs, unless set up plan has been approved by BTPD staff in writing.
- For the safety of the park wildlife, flower petals (real or artificial), birdseed, confetti, streamers and rice are not permitted in the park. Bubbles are welcome in rental areas.
- 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.
 - Insurance must include: General Liability, Host Liquor Liability, Bodily Injury, and Property Damage.
 - “Bourbonnais Township Park District with the 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. For Host liquor liability the BTPD recommends The Event Helper.com. <https://www.theeventhelper.com/partner/pdrma>.
 - Kegs and hard liquor are not permitted; Beer, wine coolers, hard cider and wine only.
 - All alcohol permits are subject for approval by the Executive Director.
 - Alcohol is only permitted in rented areas, and not allowed on trails, playground or parking lot.
- Deposits will be returned 3 to 4 weeks after rental as long as there were no damages or additional fees. Payments made with credit card will be refunded back to the credit card when possible, all other payments will be refunded with a park district issued check.

We are glad you are considering having your event at Willowhaven. Please let us know if you have any questions at (815) 933-9905 ext. 472!

Pavilion Table Layout



(15) 8' tables x 8 =
120 capacity



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