



SPECIAL EVENT APPLICATION
PERRY FARM PARK
 For events with over 150 expected attendance
 459 N. Kennedy Drive, Bourbonnais, IL 60914
 Phone: 815-933-9905 option 1 Fax: 815-933-5468

Activity Questions		
Is this event open to the public?		Yes No
Event Start Time:		Event End Time:
Will vendors be at this event? The park district requires proof of insurance for all vendors at events.		Yes No
Outside of areas rented, will you be using other parts of the park for organized activities? (i.e. trails, playground, ect.)		Yes No

Organization Name: _____ Contact person(s): _____

Physical Address: _____
Street City Zip Code

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

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

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

<u>Activities/Rentals</u>	<u>Times</u>	<u>Fees:</u> <u>Resident/NR</u>	<u>Total Fee</u>
Run/Walk Package: includes Village Green with pavilion & gazebo, electricity, and use of site supervisor/utility vehicle with driver that can transport items on trails.	7am-1pm	\$450/\$500	
Field Rental (Field # _____)	Daily	\$125/\$150	
Pavilion –morning; includes a site supervisor & electricity	7am-1pm	\$200/\$250	
Pavilion-afternoon; includes a site supervisor& electricity	2pm-8pm	\$200/\$250	
Village Green: Pavilion & Large gazebo –morning; includes a site supervisor & electricity	7am-1pm	\$300/\$350	
Village Green: Pavilion & Large gazebo –afternoon; includes a site supervisor & electricity	2pm-8pm	\$300/\$350	
Additional Site Supervisor	Hourly	\$20 per hour	
Tent 20' x 40' (white) With Sides? (please circle) YES or NO	Daily	\$275/\$325	
Tent 30' x 90' (white) With Sides? (please circle) YES or NO	Daily	\$500/\$550	
10' x 20' Car Port Tent	Daily	\$175/\$225	
Additional electricity location (please circle): Village Green Power Board, Exploration Station Power Board or Meadow Power Board	Daily	\$25/\$35	
Additional Parking Lot (grass lot)- includes cones, stakes and lines	Daily	\$250/\$325	
Non-Refundable Late booking/change fee- charged if event is booked or changes to rental time/date/equipment or failure to provide appropriate insurance documentation are made less than 30 days of event date.	\$50 per occurrence		
Subtotal:			
Security Deposit- Refunded after rental provided all rules are followed (Required for all Large Event rentals)			\$500.00
Total Fees Due:			

Proof of General Liability insurance and all vendor insurance needs to be turned in by: ____/____/____ to the Perry Farm Administration Office. Failure to provide required documentation will result in late fee penalties and possible cancellation of this permit. BTPD recommends the use of Event Helper insurance at: <https://www.theeventhelper.com/partner/pdrma>.

Applicant Signature _____

Date _____

FOR OFFICE USE ONLY: Receipt#: _____ Reservation #: _____ HH#: _____ Special Authorizations: _____
Rental Agreement: _____ Not-for-Profit (501C): _____ Staff Notified: _____ Using Vendors: _____ Proof of Insurance Received: ____/____/____
Deposit Paid: ____/____/____ Amount Paid: _____ Clerk: _____ Method of Payment: _____ Check or Auth#: _____
Balance Paid: ____/____/____ Amount Paid: _____ Clerk: _____ Method of Payment: _____ Check or Auth #: _____
Vendor Proof of Insurance Received: ____/____/____ Logged on Spreadsheet: _____ Deposit Refunded: ____/____/____
Special Request/Acomodations: _____

Please review and sign 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 on the trail. Use of cones and/or signs are permitted provided they are removed at the end of the rental.
- **The road ways of the park cannot be blocked off for events due to safety reasons.** Runners must remain on trails or on grass alongside the road/trails.
- No nails, tacks, or use of permanent fasteners to attach decorations or signs to any park district building or fixture. Banners are not permitted on the park fence without written permission from BTPD staff. Signs may be posted in the park or at the park entrance on the day of the rental only.
- Any publicized events must have “This is not a Bourbonnais Township Park District Sponsored Event” in all publicity and advertisements.
- Grilling is allowed in the park but not under any structures, tents or trees. **Gas grills only.** No charcoal grills allowed.
- **No smoking** is allowed inside buildings, within 50 feet of any entrance to building or playground areas.
- Permits are issued only for an assigned area of park or facility. Public may 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 must be provided by all vendors.**
- Tents and/or Port-a-potties may not be provided by outside companies; unless authorized by BTPD staff. Personal 10’x10’ or 12’x12’ 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.
- After hours rentals must be approved in advance by BTPD staff and events are required to provide parking and event lighting. (Lighting not provided by BTPD).
- Animals are not allowed inside any BTPD facilities. Animals are allowed in BTPD parks, provided animal is leashed. It is expected for owners/walkers to pick up 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. Any changes to a reservation within 30 days will result in a late change fee at a rate of \$50 per occurrence.
- Disorder among patrons prior to or during event may cause BTPD to cancel permit and may restrict or deny future permit requests.
- **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.
- Refunds or credits will not be issued due to weather. Only the service/clean-up deposit will be refunded.
- 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"), Perry Farm Park, 459 N Kennedy Dr., Bourbonnais, IL 60914.

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

Expected Attendance: _____ Facility Fee(s): \$ _____, plus Security Deposit Fee; \$ 500.00 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 30 days prior to the rental with a \$500 deposit due upon reserving of said facility/property.
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. 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.
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, 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. _____ 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 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.

The following facilities/property are available for lease: _____

All facilities close at _____ dusk _____ 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.